



PROCEDURE

SO-042

PUPIL'S RETURN FROM ABSENCE

Superintendent Responsible: Superintendent of Education, Specialized Services	Initial Effective Date: 2019/11/25
Last Updated: 2019/11/25	Next Review Date: 2023/12/04

Purpose

To provide a process for schools to follow when recording the reason for students' absence(s) from school.

Guiding Principles

- 1.0 Administrators are required to obtain the reason(s) - either orally or in writing - for a pupil's absence when the student returns to school. The Administrator(s) will inform parent(s)/caregiver(s) and adult students of the preferred method of notification.
- 2.0 A student's absence from school under the conditions of Regulation 298, S.23(2) of the *Education Act* will be either a legitimate reason or an unexcused absence, depending on the principal's evaluation of the reason given for the absence.
- 3.0 Legitimate reasons for the purposes of this section would include:
 - Failure of transportation arrangements due to Board declared inclement weather*
 - Board declared inclement weather*
 - Sickness
 - Medical/dental appointments
 - Other unavoidable cause
 - A day regarded as a holy day by the church, religious denomination, or creed to which the child belongs*
 - Music lessons*
 - Cultural day*
 - Bereavement*
 - Participation in a non-academic component of a SAL plan*
 - A Kindergarten student who is excused from class during a period of staggered entry*
 - Participation in a short-term educational exchange program*
 - Excusal from writing the OSSLT*
 - Suspension or exclusion*
 - Medical reasons with supporting documentation*
 - Absence for reasons of safety during a period when services have been withdrawn by Grand Erie employees*
 - Serving in the Ontario Legislature as a legislative page*
 - Unable to attend school because of a public transit strike*
 - Not scheduled for an examination during the examination period*

* Recorded as "C" in the Register of Daily Attendance. All other absences are recorded using the prescribed attendance codes.

4.0 If the student's absence is unexcused, the absence would be recorded as "A". Once the Administrator(s) has taken all steps to address the attendance concerns and the student's pattern of attendance continues, refer to the Attendance Counsellor.

Reference(s):

- Parent(s)/Caregiver(s) Request for a Temporary Excuse from Attendance at School Procedure (SO-040)
- [*Regulation 298, S.23\(2\) of the Ontario Education Act*](#)