



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP681.0, Prolonged Absences from School

The Prolonged Absences from School procedure outlines the process of reporting student absences while on vacation for more than 15 days.

Stakeholder Groups with Responsibilities Under this Policy

- Director of Education
- Principals
- Parents/guardians
- Reception Centre

Relationship to Board priorities

This procedure supports student achievement and well-being, the stewardship of Board resources and aligns with the requirement of the Education Act and the Register of Daily Attendance.

Board Procedure #NP 681.0

Prolonged Absences from School

This procedure outlines the process of reporting student absences of more than 15 days, for vacation or other reasons.

Application of Procedure

This procedure supports an expanded range of opportunities to support student learning, it also requires that the responsibility for absent students be addressed to ensure continuity of learning. The legislation underscores the importance of maintaining contact with absent students.

Under the Education Act, a pupil may be excused from attendance at school temporarily, at any time, at the written request of a parent of the pupil or the pupil where the pupil is an adult. R.R.O. 1990, Reg. 298, s. 23 (3).

Definitions

Program of Study

The program of study outlines curriculum/course content that students are expected to cover. This includes the curriculum document with a list of topics to be covered for Elementary Courses of Study and the course outline for Secondary Courses of Study.

Ontario Student Record (OSR)

The Ontario Student Record contains academic and other education-related documents for each student enrolled in elementary or secondary school in Ontario.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Vacations Causing Absence from School procedure.

Principals shall:

- in situations where parents/guardians have provided written notification of an extended absence, maintain students on the register for the duration of the absence;
- in situations where parents/guardians have not provided written notification of an extended absence, remove students from the register who has been absent;
- include information (with the [Language Sheet](#)) in the June newsletter alerting parents/guardians of the need to complete the [Notification of Expected Return to School](#) if their child will not be returning to school within the first 15 school days of the school year or any other time during the school year of a duration of more than 15 days;
- ensure that parents/guardians are aware that if they remove their child from school without notifying the principal they;
 - may need to re-register their child for school in the York Region District School Board, and
 - their child may be required to attend school at an alternate location if space is not available at their home school;
- ensure that students who are on an authorized absence are included in school enrolment numbers;
- ensure that students who are on an authorized absence receive a program of study for the time they are scheduled to be absent;

- include a notation on the [Notification of Expected Return to School](#) and file the original in the student's Ontario Student Record; and
- if the student has been absent for six school months or more, send them to the Reception Centre in accordance with [Policy and Procedure #163.0, School Admission](#).

Reception Centre shall:

- approve for registration and admission all students who have been away from Ontario for six months or more;
- direct the student to register at their home school after the documentation has been verified and send the documentation to the home school; and
- assess the student for English literacy and mathematical literacy as required, using tools aligned with Board practice.

Parent(s)/guardian(s) shall:

- understand that it is expected that their child attend school on all instructional days identified in the school year calendar;
- be responsible for the continuity of their child's learning when they are absent from school;
- complete the [Notification of Expected Return to School](#) or provide other written documentation to the school, including their child's return to school date, if their child will not be returning to school within the first 15 days of school or for any absence greater than 15 days during the school year;
- understand that their child will be removed from the register if they do not return to school on the expected return date or if appropriate notification of revised dates is not received; and
- understand that if they do not complete the [Notification of Expected Return to School](#) and obtain the approval of the school principal for any vacation greater than 15 days during the school year, their child may be required to attend school at an alternate location where space is available.

Department

Student Services

Procedure History

Approved: January 2009

Working Document: June 2014

Revised: December 2016