

## Extended Absences

<b>New/ Update:</b>	Update	<b>Implementation Date:</b>	Immediate
<b>Scope:</b>	Parents/Students	<b>Implementation Method:</b>	Email to parents asap Update to P/S Handbook 2020
<b>Associated Policy &amp; Manual:</b>	3.1 Parent/Student Handbook	<b>Board Approval Date:</b>	
<b>Corresponding Documents:</b>	Student Long Term Absence Request Form	<b>Next Review Date:</b>	Spring 2020 for Update to P/S Handbook 2020

### Purpose & Considerations

The purpose of this policy is to manage extended absences to minimize impact on the students and faculty. There is also an increased need to avoid absences during key times including exams and the beginning of the school year.

### Policy

#### Extended Absences

Students are expected to attend school during the entire school year. Students who will be out of the Academy for an extended period of time and do not meet the criteria for excused absences are considered truant. If a student is to be absent from school for an extended period of time, completion of a Long Term Absence form is required.

In the case of extended absences, it is the parent's responsibility to make sure that the student is provided with adequate opportunities to acquire and develop all the necessary skills, knowledge and cover all essential learning outcomes for that year.

Unexcused Extended Absences include:

- Absences that extend to 11 or more consecutive school days;
- Absences that involve missing Provincial Achievement Tests (Grades 3, 6, or 9) or Diploma Exams. It is the responsibility of the parent, guardian and student, as the case may be, to be aware of the dates of each of the stated tests;
- Absences during the beginning of the school year. Students must be in attendance during the first week of school.

The Academy shall refuse the admission or readmission of any student whose extended absence is considered unexcused as defined above. Exceptions to this policy may be made in exceptional circumstances at the discretion of the principal.