

ADMINISTRATIVE PROCEDURES #417

EXTENDED STUDENT ABSENCES

BACKGROUND

To establish clear expectations and procedures regarding extended student absences, ensuring consistent practices across schools while supporting effective enrolment management.

PROCEDURES

1. Communication with Families

Schools will communicate to families that continued enrolment may not be guaranteed under conditions of extended absence.

2. Conditions Impacting Continued Enrolment

A student's continued enrolment at their current school may not be guaranteed under the following circumstances:

- a. No attendance within the first three (3) weeks of the school year;
- b. An unexplained absence of more than twenty-five (25) consecutive school days; or,
- c. An explained absence of more than twenty-five (25) consecutive school days, excluding absences due to illness.

3. School Response to Extended Absences

Where a student meets one or more of the conditions above, schools will make reasonable efforts to contact the parent and/or guardian to determine:

- a. The student's whereabouts; and,
- b. The intent to return.

Schools will make reasonable efforts to contact the parent and/or guardian using multiple methods, including:

- a. Email;
- b. Telephone; and,
- c. Written correspondence.

All contact attempts will be documented in the student record.

4. Deregistration Process

If the school determines that the student will not be returning as per the timeframes in Section 2, the school will issue written notification to the parent and/or guardian indicating:

- a. The student has been removed from the school register; and,
- b. The requirement to re-register upon return.

Families will be informed that re-registration is not guaranteed at the original school.

Families will also be informed that placement may be subject to:

- a. Available space;
- b. Waitlist processes; and,
- c. Redirection to another school.

5. Principal Discretion

Principals retain discretion in applying this procedure, taking into consideration:

- a. Individual student and family circumstances;
- b. Compassionate or extenuating factors; and,
- c. Supporting documentation.

6. Responsibilities

Principals must:

- a. Ensure communication of expectations to families;
- b. Monitor student attendance for extended absences; and,
- c. Apply this procedure consistently and document decisions.

School Staff must:

- a. Support contact efforts and documentation; and,
- b. Maintain accurate attendance and communication records.

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Date Adopted: 2026-06
Date(s) Revised:

Cross References: