PROCEDURE SO-042

PUPIL'S RETURN FROM ABSENCE	
Superintendent Responsible: Superintendent of Education, Specialized Services	**Initial Effective Date:** 2019/11/25
Last Updated: 2026/11/13	**Next Review Date:** 2030/11/13

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

Guiding Principles:

1.0 Principals are required to obtain the reason(s) - either orally or in writing - for a pupil's absence when the student returns to school. The Principal will inform parent(s)/caregiver(s) or adult students of the preferred method of notification.

2.0 A pupil's absence from school will be for an excused or unexcused absence, depending on the Principal's evaluation of the reason given for the absence.

3.0 A pupil's absence will be excused for the following reason as outlined below and recorded as "G" in the daily register:

- Failure of transportation arrangements due to inclement weather declared by Grand Erie
- 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- Absence for reasons of safety during a period when services have been withdrawn by Grand Erie employees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

4.0 The following are not recorded as "G" in the daily register but are recorded using the prescribed attendance codes:

- Sickness
- Medical/dental appointments
- Other unavoidable cause
- If the pupil's absence is unexcused, the absence should be recorded as "A". Once the Principal has taken all steps to address the attendance concerns and the pupil's pattern of attendance continues, refer the student for attendance support. to the Attendance Counsellor

Reference(s):

- Parent/Caregiver or Adult Student Request for a Temporary Excusal from Attendance at School for More than 15 Consecutive Days Procedure (SO-040)
- *Regulation 298, S.23(2) of the Ontario Education Act*