

Dear Parents / Guardians:

RE: Students away from school for prolonged periods

Ministry of Education legislates that each student attend school on a daily basis. When there are periods of extended absences, there is documentation that is required from the parent to support the absence and to keep the student active at the school.

There are a few scenarios and expectations you should be aware of:

- a) If your child is away from school due to an illness which exceeds 15 consecutive days, a medical note is required outlining the reason for the absence and the expected date of return.
- b) If you are planning a family holiday which exceeds 15 consecutive days, the school requires a note outlining the length of the vacation and your expected date of return.
- c) If your child is not attending school, and not for medical reasons but rather truancy, it is important to keep in contact with the school at least every 15 days. You will also be contacted by an attendance counselor to determine the best approach to re-engage your child back into school.

In this case, if your child does not return to school within 60 school days, your child will be removed from the school register and no longer be active at the school.

- d) If your child is not attending class regularly and missed 15 consecutive classes/periods, then your child will be removed from that class.