

St. Alphonsus School Extended Absence Protocol

At St. Alphonsus School we strive to maintain a high academic standard, while helping students to develop the social skills necessary to learn and grow within the classroom community. Regular attendance is integral to student success both academically and socially. Conversely, extended absences (five school days or more) may impact negatively on a child's learning.

Student illness and/or injury may result in an extended absence from school, and in such cases, the school will take the necessary steps to support the student's learning needs during her/his absence. However, parents are discouraged from planning holidays during school time, as these absences impact negatively on student learning and classroom culture and place an unnecessary burden on staff resources.

Parents choosing to schedule a trip during school time should be aware of the following considerations.

Timing of Absences

Although no time is ideal, parents are asked to avoid planning student absences at the following times.

- Summative assessment periods: late October/early November and early March.
- Exam periods (for grade 7/8 students): late January and mid- June.

Notification to Teacher(s) and School

Parents are asked to inform the classroom teacher as far in advance as possible of a scheduled absence. In addition, parents must fill in the *Extended Absence Notification Form* and submit it to the office two weeks in advance of the intended absence. The form will be included in the child's cumulative folder, as the school is required to account for extended periods of student absence.

Preparation Ahead of an Absence

A meeting must be scheduled with the child(ren)'s teacher(s) prior to the period of absence. The teachers will provide guidance on ways that parents and students can continue to work towards curricular outcomes while away from the school. Teachers may be able to provide additional school work, but this is dependent upon the needs of the student, the length of the absence, and the direction of study in a particular subject. Parents and students may use electronic resources including the class blog to maintain a connection with the class, the teacher, and the learning that will occur during the absence.

Upon Return from an Absence

Upon return, parents are responsible for assisting their child(ren) in learning any concepts that were covered and completing any assignments that were missed. A follow-up meeting with the teacher is recommended so that teacher and parent can determine what must be done to that regard.

St. Alphonsus School



Extended Absence Notification

Parents/guardians must fill in this form and submit it to the school office two weeks prior to the start of the planned absence.

Family Name: _____

Student name: _____ Grade: _____

Student name: _____ Grade: _____

Student name: _____ Grade: _____

Student name: _____ Grade: _____

The above will be away from school from:

_____ to _____
dd/mm/yyyy dd/mm/yyyy

Reason:

I have read the school's extended absence protocol. I understand the responsibilities outlined therein for students, staff and parents for the periods before, during and after my child(ren)'s absence.

Parent's Signature

Date