

Issue Date	November 16, 2015
Revision Date	October 21, 2020
Review Year	2026

**Objective:**

To support implementation of Board Policy on the extended absence of students. As a public charter school of choice and consistent with the Education Act, our expectation is that students are present in class on a regular basis.

**Responsibility:**

School Principals.

**Regulation:**

Aurora School's expectations for student attendance are those found in Section 7.(4) of the *Education Act*:

"Notwithstanding subsection (1), a student is excused from attending school on a day on which the school is open if

- (a) the student is unable to attend by reason of sickness or other unavoidable cause,
- (b) the day is recognized as a religious holiday by the religious denomination to which the student belongs,
- (c) the Principal of the school has suspended the student from school and the suspension is still in effect,
- (d) the student has been expelled from a school and has not yet been enrolled in another education program, or
- (e) the Board or, if the student is enrolled in a private school or resides in an unorganized territory, the Minister
  - i. determines that the parent of the student has shown sufficient cause as to why the student should not be required to attend school, and
  - ii. excuses the student from attending school for a prescribed period of time."

**Guidelines:**

1. If an extended absence of more than four consecutive school days (outside of the scope of *The Education Act*) occurs:
  - a. Parents will be sent a letter from the Principal that outlines the school's concerns and the possible academic risks involved.
  - b. For reasons other than those approved by the *Education Act*, the Principal may report to the school authority attendance officer for further investigation. Teachers are not required to provide curriculum work for the student to be done while on the extended absence.
  - c. Where applicable, the student will not be eligible for the top three academic awards, citizenship award, most improved award, or diligence award for that term. The student will be eligible for the honor roll.
  - d. It is the responsibility of the students before the absence, when possible, to discuss with their respective teachers regarding missed tests, unit exams, projects, and assignments.
    - i. It is at the discretion of the teacher to do the following (but not limited to): give due date extensions, a chance to write missed tests or exam, give a grade for partial work completed

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before the deadline or while on the extended absence, or give a grade of "Excused" and the grade does not count towards the report card grade.

- a. If a student has missed too many curricular outcomes to assess their progress, they will receive an NA on the report card with a description to outline the reason for the absence.
- ii. Whenever possible, it is the responsibility of students and parents to stay caught up with the class while on the extended absence if work was given.
- e. It is the responsibility of the student and/or parents to see the subject teacher upon the student's return to discuss and pick up missed work and to give feedback on a schedule to get caught up on missed assignments and tests.
  - i. Parents are responsible for ensuring that students complete the missed work.
  - ii. Teachers will give students a fair amount of attention and time in class and study, but not to the detriment of other students. Material will not be re-taught.

## 2. Missed Final Exams

Philosophy: The *Education Act*, the Aurora School Board Policy 6170, and the Administrative Regulation 6170 all discourage any extended absences and missed final exams.

- a. If a student misses a Provincial Achievement Test (PAT), they may write it upon their return if it is still within the mandated provincial writing period.
- b. For all PATs and non-PAT final exam(s) that are not written at all, a grade of "N/A" will be given and only Terms 1, 2; and 3 will be used to calculate the final course grade. A description will be given in the report card to outline the reason for the N/A.

3. To support student success, promotion to the next grade is dependent on students' knowledge of the curricular outcomes for the year.

### References:

*The Education Act, Section 7*  
*BP 6170 Extended Absences*