



ABSENTEEISM: TEMPORARY STUDENT WITHDRAWAL ON SHORT-TERM BASIS

Responsibility:	<i>System Administrator, Learning Services (Special Education) in consultation With the Enrolment Office</i>
Legal References:	<i>Education Act (Part II – School Attendance); Ministry of Education: Instructions for the Use of Computerized Enrolment Registers Elementary and Secondary Schools (http://www.edu.gov.on.ca/eng/policyfunding/forms.html)</i>
Related References:	<i>Administrative Procedure 2000 (AP2000) – Attendance Counselling Services; IS-07-X Temporary Withdrawal Form; IS-10-01 – Student Referrals to Social Workers SES-04-AS-F – School Attendance Letter Template</i>
Revisions:	<i>September 2016</i>
Reviewed:	<i>September 2016</i>

1. Preamble

- 1.1 The procedure that follows provides guidelines and expectations for temporary student withdrawal. The principal shall ensure that the instructions for daily school attendance are followed.

2. Absenteeism

- 2.1 This procedure is in accordance with the Education Act and the Ministry of Education's guidelines for pupil absenteeism. This procedure applies to all pupils of compulsory school age and affects school enrolment reporting.
- 2.2 Instructions are outlined and published annually in the Ministry of Education's "Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools". The Principal's responsibilities are referenced within the "Admission" and "Absenteeism" sections.
- 2.3 It is the responsibility of school personnel to contact the parent/legal guardian to determine the reason for absenteeism. All documented contacts should be retained in an appropriate file in the school office.

3. Temporary Student Withdrawal on Short-Term Basis (Parent/Legal Guardian Request)

- 3.1. For pupil absences of five consecutive school days up to a maximum of 14 consecutive school days, parents/legal guardians must submit Form IS-07-X, Temporary Student Withdrawal on Short-Term Basis- Parent/Legal Guardian Request.
 - 3.1.1. The primary use of the IS-07-X form is to document short-term parental withdrawal for purposes such as family vacation or other extenuating family circumstances.

- 3.2. If a pupil is absent for 15 consecutive days, the pupil must be retired from the register. However, a pupil of compulsory school age may remain in the register for 16 to 30 consecutive days of absence if:
 - 3.2.1 The Principal has received appropriate medical documentation outlining the expected period of absenteeism;
- 3.3. An IS-07-X form has been completed and in exceptional circumstances, at the Principal's discretion, a program of study has been provided. The program of study should be attached to the IS-07-X form.
- 3.4. The Principal has referred the matter in writing to the Social Worker, via the Social Work Referral Database, to address the issue of habitual absenteeism. Refer to the Enrolment Register Instructions regarding the required date of referral and retirement.
 - 3.4.1 The Principal may delegate the authority to make referrals to Social Workers to a Vice Principal by completing the delegation of authority form https://staff.wrdsb.ca/policyprocedure/?page_id=1948

4. Prolonged Absences

- 4.1. After attempts have been made to determine a pupil's whereabouts, and absenteeism continues to be an issue, the Principal shall refer the matter in writing to the Social Worker (unless a referral has been previously initiated within the current school year) via the Social Work Referral Database (as per AP 2000). The Social Worker will inquire into the matter as per the Education Act.
- 4.2. In situations of prolonged absenteeism where a pupil has gone missing, or not returned to school after 15 consecutive days, or after the expected date of return (as documented in the IS-07-X form), school personnel should attempt to contact the parent/legal guardian to determine the rationale for the pupil's continued absenteeism. This may include phone calls to a pupil's residence, phone calls to any emergency contact number for the pupil, or a letter from the Principal to last known address (i.e. SES-04-AS-F), or a letter from the Social Worker to the last known address if the case is currently active.
- 4.3. In order for a pupil to remain in the register for subsequent 15 consecutive day periods a Prolonged Absence Report Memo (15 Day Report) is required. The Principal must inform the Social Worker about the continued absenteeism. It is the responsibility of the Principal to request Prolonged Absence Reports from the Social Worker, which indicates that the pupil's file is still active.
 - 4.3.1. The Prolonged Absence Reports should be kept in a binder to be available for an audit.
- 4.4. In accordance with the Ministry of Education's Enrolment Register guidelines, "The removal of a pupil's name from the register does not mean that the pupil need not attend school. Attendance for pupils of compulsory school age is required under the Education Act, and the Principal must advise the Attendance Counsellor (Social Worker) of the removal of the names of all such pupils from the register."