

Student Absences and Extended Holidays during School Time

If you are planning holidays during school time, please contact the school administration if you have any questions regarding policy.

Students must complete an Extended Absence Form from the office, prior to the absence, if they will be away more than two days.

In addition, students who will be absent must see their subject teacher personally to make arrangements for completing academic work.

Also, a parent should phone the school anytime their child will be absent from class for any reason (other than field trip) in order for the absence to be excused.

In the case of a school field trip, the teacher in charge will notify the attendance secretary of the absences to be excused and the secretary will record the absence as field trip status.