



# COLLINGWOOD NEIGHBOURHOOD SCHOOL

TAKING CARE OF YOURSELF, OTHERS AND THE COMMUNITY

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## IMPORTANT NOTICE:

### Student Absences

The Vancouver School Board Policy Manual states:

Regular attendance is consistent with the terms of the School Act.

The Board of School Trustees (the “Board”) believes that an effective educational system must be, based on the assumption that all students will attend school regularly. School principals, in setting procedures for student absences and excuses, will accept students’ absences as excused if they are for necessary and important reasons.

The Board also believes that patterns of serious and dependable work are formed in a student’s early school years and are supported by the attitudes of his/her parents. At all school levels, there will be firm, fair, and well-publicized regulations for student attendance, and it shall be made clear to students and parents that no unauthorized absence will be taken lightly.

School Act Sec 3, 85(2)(c)(iii) School Regulation, Secs 4(1)(f), 5(8)

<http://www.vsb.bc.ca/district-policy/jed-student-absences-and-excuses>

### Requesting and Excused Absence

We recognize the importance of family commitments and that emergencies arise. On occasion, families may request that their child be absent from school for an extended period. Please read this form carefully and complete the back page. The school office keeps this notice on file with the date of return to ensure your child’s spot is reserved.

### Holding a Space at the School for up to 30 Days

A school will hold a space for 30 school days but is not obligated to hold a space for a student beyond that. To be clear, after 30 consecutive school days of your child’s absence, registration may be cancelled if a child is waiting for a spot in the school.

Should space be available upon your return, your child can be re-enrolled. If no one is waiting to get into the school, then your child’s spot will be saved.

Please note, for a school that does not currently have a waitlist of in-catchment students, chances are your child’s spot may not be filled. For schools with waitlists, when one student leaves, the spot is quickly filled. If re-applying, your child’s status is as a completely new registrant. Your child’s name will be placed at the bottom of our waitlist. The waitlist is based on the date of registration.

It is also important to note that a child can only be enrolled at one school at a time. If your child will be attending another school while absent for Collingwood Neighbourhood School, your child’s enrollment at Collingwood is void.

## Missed Work

Please discuss your child's absence with the teacher. For students in younger grades keeping a journal, readding daily, and working on real life math skills will generally support the child's learning. As students get a bit older, they must commit to being extra responsible in keeping up with their studies and in catching up once they return. If work is incomplete, an Incomplete Plan will be developed, and your child will have to complete work by the agreed upon date. Thank you.

## In Closing

Regular attendance at school is important and expected of every child as it ensures the child receives the proper mix of instruction, dialogue, practice, and collaboration to grow as a learner. Thank you for considering the above stated information as you consider your travel plans and/or other reasons for an extend absence.

## Extended Absence Request and Acknowledgment

I have read and understand that after 30 consecutive school days my child may be removed from our school's registration system to allow any waitlisted students to attend.

Dates of Absence: \_\_\_\_\_ to: \_\_\_\_\_

Names of Child(ren): \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parents: \_\_\_\_\_

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Regards,

**Office at Collingwood Neighbourhood School**