

POLICY: MEDICAL LEVE OF ABSENCE (MLA)¹

1. A Medical Leave of Absence (MLA):
 - 1.1. Refers to the absence from school due to a physical or mental illness for longer than one week. There may be absences for less than one week in which the school will apply this MLA.
 - 1.2. It results from a student being unable to meet the day-to day-requirements of student life.
 - 1.3. It may be requested for by a student, the student's family (even if the student is over 18) or by the school.
 - 1.4. Applies where the medical needs of the student are beyond the capacity of the school to provide the necessary support to the student.
2. The school (through relevant staff) may initiate a conversation about a potential MLA with a student and her / his family when:
 - 2.1. There is an immediate concern about a student's health or well-being.
 - 2.2. When there is a longer-term indication that the student is not functioning well at school (a large number of missed classes, an inability to participate in afternoon activities, an inability to thrive, etc.).
 - 2.3. There is a concern about the safety of any other person in the community.
 - 2.4. There is inappropriate public behaviour or sharing of personal medical circumstances / conditions (including through social media) that causes undue alarm within the school community.
3. Once the school has determined that an MLA is warranted:
 - 3.1. The student and his or her family will receive a medical leave agreement that must be signed and returned to the school.
 - 3.2. The agreement will stipulate the expectations and requirements the student must meet during the absence, the procedures the student must follow in order to be considered for a return to school and any requirements once back at school. This may include any required treatment, the taking of any medication and any other requirements for a successful return to school. Further a return to residential accommodation at school may be reassessed.
 - 3.3. The school will require consent for the release of information (including any relevant medical information) with all parties (including any consulting health care professionals) involved in the treatment of the student while s/he is on leave.
4. An MLA is supportive in nature and not a punitive measure. The requirements laid out are designed to help the student perform productively and safely at school. However it is noted there may be circumstances that warrant the school acting in accordance with the School Code of Conduct at the same time as any requirements concerning an MLA.
5. The school nurse will coordinate any MLA due to physical illness while the school counsellor will coordinate an MLA due to mental illness.
6. Though a student on an MLA is excused from attending classes, the student must make arrangements to make up missed material while on leave if possible, or upon return to school. While the school will strive to minimize academic disruption, it may require that a student amend their academic programme if it is considered that a prolonged absence will make it impossible for the student to complete course requirements.

¹ With acknowledgements to St Georges School, Newport, Rhode Island, USA.

7. If the student and / or family are unwilling to follow any of the requirements of the school, the school entirely at its own discretion will notify the student and / or family of the termination of the contract of enrolment with immediate effect if necessary, for the safety of the student or others in the school community.

Approved by the CMG: 01 October 2018