



INTERNATIONAL SCHOOL LEARNER ATTENDANCE PROCEDURE

OUTCOME STATEMENT

To ensure the regular, daily attendance of all enrolled International School Learners other than when sick, injured or on school-approved leave.

To adopt practices that actively encourage attendance and discourage truancy.

STRATEGIES

1. An International School Learner's attendance is recorded at each period and at morning Chapel. Class roll books/school management system (SMS) will be marked to show presence, absence, or lateness. Roll returns completed for the attendance officer.
2. International School Learners seeking an absence for part of a day must gain approval for such absences in advance. Requests supported by a note from a parent.
3. Names of absentees, latecomers and part-day absentees will be entered daily when an International School Learner signs in or out through the school office.
4. Strategies to encourage attendance (such as rewards or involvement in teams) used where appropriate.
5. Teachers will be responsible for checking general classroom attendance.
6. At all times, staff responsible for an International School Learner absence from a general class must advise the International School Learner's teachers.
7. Class teachers concerned about the legitimacy of an International School Learner's absence will check absence and report to the appropriate HOD or Learning Coach.
8. Following an absence from school, International School Learners will bring on their first day back a note from a parent explaining the absence. Notes to be handed to the school office or Learning Coach.
9. Junior and Senior Deans will monitor weekly printouts to check patterns of attendance and follow up where necessary.
10. Parents, caregivers or guardians notified if an International School Learner has been truant from school for all or part of a school day.
11. The Dean and the International School Learner Coordinator, if applicable, will monitor attendance.
12. Where the school encounters regular truancy appropriate external agencies contacted to encourage attendance.
13. In cases of severe truancy, where an International School Learner or parental co-operation is unachievable, the appropriate legal steps are initiated.
14. International School Learners who are over the legal school-leaving age and who have not attended 20 consecutive days are removed from the roll accordingly, under the Education Act.
15. Where an International School Learner is removed from the roll the parent, caregiver or authorized guardian will be notified of the reason and will be advised that they can no longer attend/live in the College hostel unless there is a good reason approved by the Principal.
16. NZ Immigration is notified of any International School Learner whose enrolment is terminated.

This procedure was issued by the Principal November 2024.

This procedure will be reviewed on / before November 2027.