

Procedures for Student Absences and Withdrawals

Procedure:

1. The Administration Manager will contact the parent/caregiver regarding reasons for absence.

The caregiver will be reminded of their responsibility and offered positive assistance to remedy the situation.

2. If the response is unsatisfactory the Truancy Officer will be asked to visit the caregiver.
3. The Administration Officer in consultation with the Principal will seek support from appropriate community agencies e.g. Public Health Nurse.
4. When reasonable action by the Principal has been unsuccessful, the Board of Trustees will be notified.
5. If a student fails to attend school and their whereabouts cannot be established after 20 school days NETs will be notified.
6. If an International student is withdrawn from the attendance roll we will notify Ministry of Education and New Zealand Immigration Services and the refund policy will apply.