

# Student Attendance Policy

Students are expected to have regular attendance at school during their enrolment. The St Mary's School policy is:

1. The minimum student attendance required is 80%, measured over the duration of the entire enrolment period.
2. The classroom teacher records student attendance for each half of the day. If a student cannot attend school due to sickness, or for any other genuine reason, they are required to phone us as soon as possible after 8.00am and the school will mark the student's attendance record as an 'explained absence'.
3. If the student's family is unable to be contacted this will be recorded as an unexplained absence, the school staff will phone the family to ascertain the reason for the absence and where possible, the international student manager will provide the appropriate support to help resolve the problem so that the student can resume their course of study.
4. St Mary's School reserves the right to terminate a student's enrolment after 10 consecutive days or more of unexplained absence, if the student fails to provide a genuine and acceptable reason for that period of absence. When a student enrolment is terminated they will forfeit the balance of their course fee and the school is required to advise New Zealand Immigration of the situation.
5. In a case of prolonged absence due to factors beyond a student's control, the student may apply to the school for 'leave of absence'. When leave is granted, a student may be given permission to return to the school programme at a later date, providing the extension of the study period is approved by New Zealand Immigration