

ATTENDANCE PROCEDURES

for QEC website: Curriculum/ (New tab: “*Attendance Procedures*”)

ATTENDANCE PROCEDURES

The only reasons for a justified absence by a student from attendance at school are illness or bereavement. All other leave must be approved in advance by the Principal.

Parents are asked to contact the school to explain their student’s absence by contacting the Student Centre on the day of the absence.

Student Attendance Administrator

Phone (06) 358 9033 (option 2), cell phone 021 813 8412, or

Email studentcentre@qec.school.nz

If a student has been away from school for three consecutive days for illness a medical certificate may be required.

Patterns of poor attendance may result in a student receiving a letter and referrals being made to external agencies involved in the Rock On Programme which includes Police Youth Aid, Oranga Tamariki, Group Special Education and the Palmerston North Truancy Service.

NB: International students who demonstrate a consistent pattern of poor attendance at school may become in breach of their student visa regulations. Families will be notified if the school has concerns about a student’s attendance record.

What to do if:

You are late to school

Report to the Student Centre with a note and sign the late sheet.

You are ill at school

Request a sick note from your teacher and take it to the Student Centre.

You must NOT contact your parents/caregivers and ask them to pick you up - the school will arrange this and sign you out.

You have an appointment during school time

Provide a note, an appointment card, or call the Student Centre in advance to notify them of the booked appointment.

Report to the Student Centre to sign out. If you return the same day, return to the Student Centre to sign in.

You have an accident

Report to a Duty Teacher or the Student Centre and complete an incident form.

Alternatively, request a note from your teacher and take it to the Student Centre.