

School Attendance

The Ministry of Education attendance expectation of all students is 100%.
<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/Attendance/ForParentsWhanau.aspx>

We acknowledge there are times when a student has a justified reason to not attend school e.g. illness. At our school, the expectation is for students to maintain 95% attendance.

All Students are required to:

1. Attend all timetable classes, CCM time and assemblies.
2. Maintain an acceptable level of attendance (95%).
3. Be punctual arriving to school and to class, with all the materials needed for classwork.
4. When arriving late to school, sign in at the Student Centre before going to class.
5. When leaving school during school hours, sign out at the Student Centre.
6. Hand in all parent signed absence or excuse notes to her CCM Companion.
7. Bring a note from parents or have a parent contact the school when they have an appointment during school hours. Parents are required to contact the school in a timely manner so passes can be prepared and ready for students when required.
8. Have permission from a parent or staff member to leave the school grounds during school hours.

The Ministry of Education requires schools to follow up on all student absences. This will be carried out by the student's CCM Companion. If a student's attendance becomes a concern, the student will be referred to the Dean Team.

Late for school

Students who arrive at school after school has started must sign in and then go directly to their timetabled class. Students are deemed to be absent from class until they arrive at class.

A student who misses a class due to lateness is recorded as absent for that class.

Leaving early, going to an appointment, returning from an appointment

Students must sign out before leaving the school. For appointments parents or students should notify the Attendance Officer in advance so a leave pass can be printed. Students are to pick up their pass when they sign out. When returning to school following an appointment students are required to sign in.

Leaving the school site

Students who wish to leave the school site during school hours must have permission from Senior Leadership or a member of the Dean Team. Y13's do not require permission to go to Hamilton East during breaks.

All students must follow the school process of signing out when leaving and signing in on return.

Music Students

Music students are to sign out for Music in the book located at the Student Centre.

Year 12 and 13 Study

This works on a light system (see below) based on student performance. Students are placed as Green Light or Red Light. Student performance is reviewed regularly and therefore placement is subject to change.

Red light – supervised study on site. Attendance in the allocated study class/area is required. Support and assistance is available.

Green light – unsupervised study on/or off site.

Students who study off site are to sign in on arrival or return to school and sign out when leaving during school hours.

Absence

When a student is absent from school due to illness/family bereavement or other, parents/caregivers should notify the school in the morning using TxtStream or leave a message on the answer phone or email absences@shgcham.school.nz We ask that in all situations parents contact us as soon as possible to confirm the whereabouts of their daughter. Parent notification of an absence should be provided in a timely manner (within 3 days of the absence) to meet the school's attendance process. The school will contact the parent/caregiver when a student has an unexplained absence from school or class.

Unexplained absences

When notification from the parent of the absence is not received, the absence is recorded as truant.

Prolonged Absence due to illness

Students are required to provide a medical certificate. This is particularly important for senior students who have missed an assessment.

Planned Absence for Non-School Activity

If a student knows in advance they will be absent from school (e.g. family travelling overseas), a letter explaining the situation should be sent directly to the Principal in advance of the absence. In this situation, the school has no obligation to provide work, change deadlines or assessment requirements for the student. It is the student's responsibility to inform each of their teachers of the planned absence, borrow notes etc. to cover work missed during their absence. In the senior school, particularly, such absences have a damaging effect on the progress of the student.

Truancy

A student is deemed truant when their absence from school is

- Unexplained i.e. no contact or note from a parent to explain the absence.
- Unjustified i.e. the student/parent has not provided an acceptable excuse for their absence (insert link)

Truancy, Continual Lateness

Students who truant or are continual late may incur a consequence.