

Absence Procedures

An overview of the absence process at Sacred Heart College

<i>What to Do:</i>		<i>Parents please:</i>	<i>Comment</i>
<p>Absences Caregiver contacts the school office by 8.45 am, giving the following information:</p> <ul style="list-style-type: none"> • Student's name • Ako Class • Reason for absence <p>Using either option:</p> <ul style="list-style-type: none"> - Absentee line: 04-587 1777 - SchoolApp: https://schoolappsnz.co.nz/login/ - Email: absences@sacredheartcollege.school.nz 	Short Term absences:	Contact the school by 8.45 am each morning that your daughter is absent.	
	Long Term (eg bereavement):	Advise office length of absence if possible (so attendance record can be updated).	Caregiver needs to speak with Kaiārahi / Dean to provide background / additional information where appropriate.
	NCEA Level 1, 2 and 3 students:	Student needs to provide a Medical Certificate (to be handed in to the office) if they will miss an internal assessment; the Medical Certificate enables the student to apply for a Special Consideration.	
<p>Appointments (during school hours) Caregiver writes/signs a note or emails absences@sacredheartcollege.school.nz giving the following information:</p> <ul style="list-style-type: none"> • Student's name • Ako Class • Reason for absence • Time of appointment • If student is returning (and what time) 		Caregiver provides a note which is handed in to the office before by 8.45 am on day of appointment. <i>(All notes are held on file for Ministry of Education purposes.)</i>	<p>Please note: Students are not able to leave school during the day without caregiver permission being provided to the office.</p> <p>Students sign out at departure time and receive a "student leave pass" (ie <i>permission to be out of school during school hours</i>). Students stopped by Police and/or Truant Officers will be asked to provide their "student leave pass".</p>
Sickness (going home during school hours)		If your daughter phones or texts you advising they are unwell – please send them to the office.	<p>Office contacts parents</p> <p>Student signs out and leaves as per plan (agreed with caregiver).</p>
<p>Request for leave during school term (3 or more days) Letter or email college@sacredheartcollege.school.nz Attention: Mrs Potter, Principal: giving the following information:</p> <ul style="list-style-type: none"> • Student's name • Ako Class • Reason for absence • Dates (last day at school / first day back) 		<p>Write letter or email (well in advance of absence) Attention: Mrs Potter, Principal. Email: college@sacredheartcollege.school.nz</p>	<p>Mrs Potter writes confirming that leave "during school term" has been approved / attendance record is updated / teachers and Deans are advised of student's absence.</p> <p>NB: students are responsible for speaking with teachers regarding work they will miss during their absence.</p>
Contacting Your Daughter (during school day)		<p>If you need to contact your daughter directly during school hours, please ensure you do this at lunchtime (<i>when students are able to use their cell phones</i>).</p> <p>In an emergency situation only, please contact the school office on 04-566 1089.</p>	Office staff will do their best to get urgent messages through.