

# Absence Procedures

An overview of our absence process at Sacred Heart College

| <b>What We Do:</b>  |  | <b>Parents Please:</b>  | <b>Comment</b>  |
|---|--|---|---|
| <b>Absences</b><br>Caregiver contacts the school office <b>by 8.45am</b> , giving the following information: <ul style="list-style-type: none"> <li>• Student's name</li> <li>• Ako class</li> <li>• Reason for absence</li> </ul> Using one of the following options: <ul style="list-style-type: none"> <li>- Absentee line: 04-587 1777</li> <li>- Email: <a href="mailto:absences@sacredheartcollege.school.nz">absences@sacredheartcollege.school.nz</a></li> <li>- SchoolApp: <a href="https://schoolapps.nz.co.nz/login/">https://schoolappsnz.co.nz/login/</a></li> </ul> | Short Term absences  | Contact the school <b>by 8.45am each morning</b> that your student is away (unless they have a medical certificate)   |   |
|   | Long Term (eg bereavement)   | Advise office length of absence if possible (so attendance record can be updated)   | Caregiver needs to speak with Ako Teacher / Dean to provide background / additional information where appropriate   |
|   | NCEA Level 1, 2 and 3 students   | Student needs to provide a Medical Certificate  |   |
| <b>Appointments</b> (during school hours)<br>Caregiver writes / signs a note which student hands in at the office – before they go to class (in the morning) <b>or</b> emails <a href="mailto:absences@sacredheartcollege.school.nz">absences@sacredheartcollege.school.nz</a> giving the following information: <ul style="list-style-type: none"> <li>• Student's name</li> <li>• Ako class</li> <li>• Reason for absence</li> <li>• Time of appointment</li> <li>• If student is returning (and what time)</li> </ul>  |  | Caregiver, please<br><b>Email</b><br><a href="mailto:absences@sacredheartcollege.school.nz">absences@sacredheartcollege.school.nz</a><br><b>or provide a note</b> which is handed in to the office before 8.45am on day of appointment (All notes are preloaded and the original note is held on file for Ministry of Education audit purposes) | Please note: Legally, secondary school students cannot leave school during the day without caregiver permission being provided to the office.<br><br>Office staff check to see caregivers have provided permission before students' sign-out / leave  |
| <b>Sickness</b> (for students going home during school hours)   |  | If your daughter phones or texts you advising you they are unwell – please send them to the office  | College policy is that the Office contacts parents for permission to release sick students. Once permission is received, students sign out and leave as per plan agreed with caregiver.   |
| <b>Request for leave during school term (3 or more days)</b><br>Letter or email <a href="mailto:college@sacredheartcollege.school.nz">college@sacredheartcollege.school.nz</a><br>Attention: Mrs Kerr-Bell, Principal – giving the following information: <ul style="list-style-type: none"> <li>• Student's name</li> <li>• Ako class</li> <li>• Reason for absence</li> <li>• Dates of absence (first day of absence / last day of absence / first day back)</li> </ul>   | If less than 3 days, please leave a message on the absence line 04-587 1777 – giving the same information. | Well in advance of the absence – please write letter or email <a href="mailto:college@sacredheartcollege.school.nz">college@sacredheartcollege.school.nz</a><br>Attention: Mrs Kerr-Bell, Principal   | Mrs Kerr-Bell writes confirming that leave eg “during school term” has been approved / attendance record is updated / teachers and Deans are advised of student's absence. NB: students are responsible for speaking with teachers about work they will miss.<br><br>Please be aware that this is an unjustified absence as it is during term time. |
| <b>Contacting Students (during school day)</b>  |  |   | In <b>emergency situations only</b> – please contact the school office on 04-566 1089. Office staff will do their best to get urgent messages through.  |