



ATTENDANCE AND WITHDRAWAL POLICY AND GUIDELINES

This policy and guidelines are in accordance with the requirements of the Education (Pastoral Care of International Students) Code of Practice 2016 ("Code").

POLICY OBJECTIVES

To Provide clear guidelines on attendance requirements and instruction on withdrawal from Middleton Grange School.



The following documents underpin this Policy:

1. Contract of Enrolment
2. Discipline Policy
3. Refund Policy
4. International Student Rules
5. Code of Conduct, Discipline System and Grievance Procedures
6. Travel and Transfer of Care Policy

Policy Statements and Guidelines

Attendance

1. All students are expected to attend school during school hours. All travel must occur during school holiday periods only and not during term time.
2. Adult students and Year 13 students may leave the school grounds during the lunch break, providing they have no school commitment during that time. Students leaving the grounds at lunch time must write their name in the "Sign-Out" book at the International College Office.
3.
 - a) If a student is going to be absent, the college must be contacted before 8:30am on the same day.
 - b) Absence from school for medical reasons must be explained by a phone call or letter from the student's designated caregiver, homestay caregiver or parent.
 - c) An absence of 3 or more days must be explained by a New Zealand registered medical practitioner's certificate.
 - d) If a student has any unexplained absence, an 'Absence Query' slip will be issued. This will need to be actioned within 24 hours.
 - e) An absence for any reason other than illness must have the prior approval of the International College. Requests for absence must be accompanied by a letter from your designated caregiver, residential caregiver or parent.
 - f) Students feeling unwell at school must gain written referral from the class teacher and report to Student Services.

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- g) Students who must keep an outside appointment e.g. doctor, dentist, immigration etc. or who are seeking to be excused from such activities as sport, must bring a note from their designated caregiver, residential caregiver or parent. This letter needs to be presented to the International College before the start of the school day.
 - h) All students who leave the school premises during school hours must sign out at the International College.
 - i) Persistent unexplained absences would require an interview with the Director or Assistant Director of the International College who will issue to the student a written warning with copies to the student's agent and parents. If unexplained absences persist, the student's visa may be revoked and the student returned to their home country.
 - j) Attendance requirements for compliance with Immigration New Zealand requirements is that a student has an attendance rate of no lower than 95%.

Withdrawal

International students who wish to withdraw from Middleton Grange School must:

1. Provide written withdrawal approval from their parents;
2. Notify the Director of the International College;
3. Complete the school leaving procedures;
4. Give designated caregiver or homestay caregivers at least 2 weeks' notice;
5. If students request a refund of Tuition Fees, the criteria in the Refunds Policy will be applied. A copy of the Refund Policy can be found on the school website. www.middleton.school.nz. An application for tuition refund must be made in writing by the student's parents to the Director of Middleton Grange School's International College using the form provided.
6. If there is a dispute in the decision on the refund, then the process outlined in the Grievance Procedures must be followed.
7. Any transaction costs relating to any refund will be passed on to the beneficiary.