



## Absence Procedures

All student absences must be accurately recorded by the School. Attendance data on your daughter can be accessed via KAMAR, our student management system. (Number of classes missed will be stated on each formal report.) In the case of illness or expected absence, the school/student office must be phoned prior to the absence. For extended absence for travel, or the like, a written request must be made of the Principal.

### Ministry of Education – Coding of Absences for Parents

You may notice some changes to the coding on your daughter's attendance record from the beginning of next term. We are required to code absences by the Ministry of Education regulations. These are as follows:

**Explained Unjustified (U) – These are absences which have been explained to the Absence Officer but do not fall under the Ministry of Education's justified absences.**

This may include, but is not limited to:

Boarders returning home

All students leaving to travel – apart from section G Overseas trips

Non-medical appointments during school hours (eg. Driving Lessons)

Unspecified non attendance (Daughter will not be in)

Non-school related activities (eg. Wanaka Show, external lesson – such as visiting instructor for dance, equestrian etc)

**Holiday During Term Time (U) – this includes holidays which overlap term time**

New Zealand or Overseas holiday during term time (eg. holiday in Auckland, Australia, Fiji etc)

**Late (L) – not in class when the lesson begins**

e.g. arriving late to any class due to lack of time management

**Medical (J) – these are appointments for medical purposes or at home due to illness**

e.g. Doctor, Specialist, Dental, Physio appointments or short-term illness/injury

**Not in Class (U)**

e.g. Not in class by student choice (eg. working on an assignment for another subject, not signed out for study pass)

**Justified Absence (J) – these are absences which have been explained to the Absence Officer and fall under the Ministry of Education’s justified absences**

This may include:

Accident/Breakdown

Road Closure

Extreme Weather

National, Regional or Provincial representation in a non-school related sporting or cultural event

Bereavement

Visiting an ill relative

Exceptional family circumstance (at the discretion of school)

**Present (P)**

In class

Offsite school related activity Internal appointment

Music lesson

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