



Kelburn Normal School

## Absence or Withdrawal From School

### If a student withdraws from school

- The parents must write to the school before the student's last day, giving the date of the final day of attendance and the reason for leaving. The school must notify New Zealand Immigration.
- Depending on the circumstances, the Fee Refund Policy may apply.

### If a student is not attending their course

- In the case of absences, the parent/guardian/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the child's return to school. If the absence can be foretold, e.g. an appointment, then the school is to be informed in writing the day before the appointment or earlier.
- If the student is absent with no reason, then the school initially contacts the parents for an explanation. If the child is being truant from school, the school Visiting Teacher will have a meeting with the parents to rectify the situation. If the truancy continues, then a family meeting will be held and contingencies put in place. If this does not rectify the situation, then the enrolment will be terminated and New Zealand Immigration notified.
- If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and will notify New Zealand Immigration. However, if the parents have previously notified the school in writing that the child will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
- If the student is withdrawn from or ceases to attend the school, the Board of Trustees will notify New Zealand Immigration.