

# International Students Attendance Procedure

## Guidelines

1. International Students will be treated equally alongside of all other Hamilton East Primary School (HES) students. All students must comply with the following attendance procedures. They are:
  - a) The school will communicate to parent(s)/legal guardian(s) through a variety of media, on the important of regular daily attendance at school.
  - b) Parent(s)/legal guardian(s) are required to contact the school by phone by
  - c) 9:15am on the day their child is absent. Messages can be left on the school phone 07 839 3377.
  - d) The roll is marked twice a day electronically, at 9:00am and 1:30pm.
  - e) HES will use its best endeavours to contact parent(s)/legal guardian(s) for non-attending students by 10:30am each day.
  - f) Repeated and/or unjustified absences of > 10% or justified absences of > 20% will be alerted to the Deputy Principal who will then endeavour to meet with parent(s)/legal guardian(s) on a suitable day and time to both parties
  - g) HES will make every endeavour to address any issues that are contributing to non-attendance for the student.
2. For ongoing difficulties, the Deputy Principal will meet with the student's parent(s)/legal guardian(s) and if relevant or appropriate with the aid of an interpreter, to clarify HES's expectations.
3. If continued unjustifiable or unexplained absences occur from the student, the Principal will review with the parent(s)/legal guardian(s), the expectations of attendance at HES. . A decision will be made at the Principals discretion whether to continue the International Student's contract or terminate it. If termination is decided then one weeks' termination notice will be provided to the parent/guardian.

## Associated Documentation

International Students Policy  
International Students Discipline Procedures  
International Students Safety Procedures  
International Students Fees Protection and Refunds Policy  
International Students Enrolment Procedures

International Students Grievance Procedures  
Education Act 1989 (and amendments)  
Code of Practice of International Students

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