



1.4 International Students – Attendance Policy

Approved by: Board of Trustees

Contact: Asst. Principal (International)

Group: Leadership Team

Date effective: June 2018

Review date: June 2021

Reviewed by: Asst P & International Director

RATIONALE

Regular attendance will allow a student to take full advantage of the educational opportunities offered at Nelson College and to achieve successful learning outcomes.

A student must attend 80% of all time-tabled classes in each subject to meet course completion requirements. If the student's attendance is under 80% for his course then Nelson College may choose to terminate the student's enrolment (see International Re-enrolment Policy).

There is a mutual understanding that all partners want what is in the best interests of the child.

Policy and procedures must exist to ensure that such situations are dealt with in a manner which is fair to both the student concerned and the College.

PURPOSES

1. To ensure that legislative requirements are met.
2. To protect the interests of the student and the College.
3. To ensure a student is able to take full advantage of the educational opportunities Nelson College has to offer.

GUIDELINES

- The Dean, Homeroom & Subject teachers will notify the International Director if they are concerned about a student's attendance.
- The International Director will inform the agent and parents of a student if they become concerned about attendance.
- Interventions, including counselling will be put into place to seek to address & rectify a student's truancy. Parents will be fully informed of the concerns, the proposed interventions and the progress achieved (if any) of those interventions.
- Discipline procedures will be taken if a student's truancy is deemed to be gross misconduct.
- The International Director will notify homestay parents if a student's attendance is of concern.

Ratified Nelson College BOT June 2018 To be reviewed June 2021