



## 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