

## **ATTENDANCE**

If your son is absent from school, please contact the Attendance Officer, Mrs Stewart, on the first day of their absence and each day thereafter, if you are not sure how long your son is to be absent.

If a student is away, unwell for more than three days, a Medical Certificate is required. However if you suspect the illness to be Swine Flu (H1N1) please contact the Attendance Officer to discuss the matter.

Please choose from the contacts below:

Attendance Officer – Mrs Stewart  
Telephone: 548 3099 Ext 2  
Email: [attendance@nelsoncollege.school.nz](mailto:attendance@nelsoncollege.school.nz)

### **Leave for non-School related Activities:**

Request for leave that is non-school related, during the school year, must be addressed to the Headmaster, Mr Gary O'Shea at least two weeks prior to the start of leave. Please give the dates of absence from school and the purpose of the leave.

Since this absence is

If in writing, please address the letter to:

The Headmaster  
Mr Gary O'Shea  
Nelson College  
Private Bag 16  
NELSON 7042

If emailing, please send to: [oe@nelsoncollege.school.nz](mailto:oe@nelsoncollege.school.nz)

### **Lates:**

Punctuality is important and the school day commences at 8.45am Monday, Tuesday, Wednesday and Friday and at 9.05am on Thursday.

If your son is late to school he is to report to the Attendance Office to receive a late slip. If the lateness is explained due to a Doctors appointment or similar, a note or explanation call must be received, preferably on the day or at the latest the next day.

Two unexplained lates in a week will result in your son receiving a lunchtime detention.

### **Pink Slips:**

Students are required to stay within the school boundaries during school hours – unless explained i.e. students attending classes at Nelson Girls.

If your son needs to leave school during the day, a note that explains the circumstances and is signed by the Parent/Caregiver is required. This is taken to the Attendance Office and a Pink Slip given to the student as proof of permission granted. (Parents/Caregivers are sometimes called to confirm notes).

Students are not to leave school grounds without permission and a Pink Slip.

If a student is feeling unwell they must visit the Sanatorium where our School Nurse will access the situation. She will decide whether a student can continue at school and treat them accordingly. If she feels a student is too unwell to continue at school she will contact the Parents/Caregivers to pick the student up. If no one is available the student will be kept in the Sanatorium for the day. If the nurse is unavailable the student must visit the Main Reception and someone will contact the Parent/Caregiver to pick the student up.

**Under no circumstances are students to leave school without doing either of the above.**