



### **ATTENDANCE MONITORING**

Monitoring of International Students' attendance will be as per the normal procedures applied by Botany Downs Secondary College. If a student is absent without explanation, this will be followed up by the Attendance Officer and, if necessary, referred to the appropriate Whanau Leader for follow-up or disciplinary consequences.

### **ON ENROLMENT OF A STUDENT, PARENTS SIGN THEIR AGREEMENT TO THE FOLLOWING CLAUSES IN OUR TERMS AND CONDITIONS OF ENROLMENT, AND GENERAL INFORMATION DOCUMENTS:**

- Botany Downs Secondary College expects the student to maintain 100% attendance unless they are ill. The Education Act does not allow for students to miss College for holidays or travel during College terms. We would appreciate parents' support in ensuring that students attend College at all times and limit their holidays to the College holiday periods. Failing to do so may jeopardise the student's achievement at College.
- It is a condition of enrolment that the Student comply with the conditions of their Visa. This includes the requirement to maintain 100% attendance unless the Student is ill. If a Student breaks the terms of their visa, tuition may be terminated, and the New Zealand Immigration Service informed, which may result in the Student's having to leave New Zealand. Full details of visa requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

### **REFERRAL IN THE EVENT OF HIGH ABSENTEEISM**

In the event that an International Student is repeatedly absent, the Attendance Officer or Whanau Leader will inform the Director of International Students. The Director may take one or more of the following actions:

1. Inform the student of his/her responsibility to maintain excellent attendance as a condition of their student visa. The Director should discuss the reasons for the poor attendance with the student, and if necessary, seek help or support for the student to address any underlying problems which may be impacting on the student's ability or motivation to attend College.
2. Contact the Caregiver and inform them of the College's concerns. The Director may arrange a meeting with the Caregiver and the Student to discuss the reasons for non-attendance and to agree a plan going forward.
3. Inform the student (and caregiver) of the possibility of New Zealand Immigration being notified if the student continues to demonstrate poor attendance.

4. Draw up a contract whereby the Student agrees to maintain high rates of attendance and demonstrates their awareness of the possible consequences should they not do this. This contract must be signed by the Student.
5. Place the student on Daily Report for the purposes of monitoring the Student's attendance and holding him/her accountable for maintaining excellent attendance.
6. Write to the Student's parents and inform them of their child's poor attendance, and that in the event that the poor attendance continues, that New Zealand Immigration will be notified their enrolment at Botany Downs Secondary College could be in jeopardy. Unless the parents are reasonably proficient in English, this letter should be translated into the parents' first language or conveyed to them by the student's Agent.

**IMMIGRATION REQUIREMENTS:**


The New Zealand Immigration Service requires us to inform them if a student's attendance falls below 90% and to request that they send a warning letter to the Student that their low attendance may place their obtaining a student visa renewal in jeopardy. In the event that a student applies for a visa and their attendance was below 90% in the previous year, BDSC is required to write a letter explaining the reasons for the student's low attendance. BDSC complies with these requirements of the Immigration Service.

**RE-ENROLMENT**

In the event that the College year has come to an end, and the student's attendance in that College year has not been satisfactory, the College may decide not to offer the student a place the following year. In this event, the parents will be informed of the College's decision and NZ Immigration informed. The College, if requested to provide evidence of good attendance to another education provider, or for subsequent visa applications by the student, should inform the provider, or the Immigration Service of the student's poor attendance record.

**Review schedule:** Annually

	<b>New/Reviewed</b>	<b>Next Review Date</b>
Initial table of document	25 July 2016	July 2017
Annually thereafter	February 2017	June 2018

Chairperson Signature	
Date	25 June 2018