
Macleans College - POLICIES & DIRECTIVES

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POLICY NO: **1012**

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Student Leave Policy

RATIONALE:

To formalise student leave from scheduled classes for legitimate reasons.

PURPOSES:

- 1 To comply with Education Act requirements.
- 2 To keep classroom disruption to a minimum.
- 3 To monitor student attendance on a period by period basis.
- 4 To maintain accurate attendance records.

PROCEDURES:

- 1 Students leaving the school during the school day must have permission to do so from a staff member.
- 2 Students entering or leaving the school during the day complete the exeat book available in their whanau house. On returning to school, students obtain a late pass from the top office before returning to class.
- 3 The form teacher is responsible for checking and approving leave for doctor/dentist/drivers' licence/funeral appointments.
- 4 Any student who is ill during the school day reports to the school nurse who authorises the student to leave the school if this is necessary.
- 5 Applications for leave from school for reasons other than those already outlined, must be made on a special form obtainable from the appropriate House Leader in advance of the event taking place. Each case is considered individually and students are expected to make up some of the missed time after school in supervised study.
- 6 Staff taking groups of students out of the school, eg for field trips, liaise with the appropriate Deputy Principal. Planning must be done well in advance and other staff advised of the details.

OTHER RELEVANT DOCUMENTATION:

- House Leaders Manual