



# Attendance Protocols

High Attendance



More Opportunities & Engagement



Success

Successful students have high attendance and high punctuality. There is a clear correlation between attendance and success in life. As a school we know that falling attendance rates are one of the major signs that something is not right in a young person's life.

Attendance is taken and monitored every period. Mrs Parsons (Student information/School Bursar) sends out a text message by the end of the morning each day to parents of students who have been marked absent without explanation that morning.

Personalised attendance is also included in the weekly note sent out on a Friday. You can also monitor your son's attendance live via the parent portal.

Students who fall below 90% attendance may become ineligible for sports and cultural teams. Kaitiaki, the year level Dean and Sports Director monitor this.

We look for strong parental support in promoting high attendance and ultimately success.

## Day to day absence:

1. Download the Christchurch Boys' High School app for either Apple or [Android](#). You will then need to use your parent portal login details. Enter the absence from your phone
2. Ring the Bursar 03 3485003 ext 231 and leave a message
3. Email [absences@cbhs.school.nz](mailto:absences@cbhs.school.nz)

## Extended absence of more than 3 days

Please email [absences@cbhs.school.nz](mailto:absences@cbhs.school.nz) and state the reason for leave, start and return date.

Please avoid where possible:

- Appointments during the school day
- Family holidays during term time

Please be aware that absence during term time may mean missing a deadline or assessment.

The school cannot take responsibility for work missed and is unable to guarantee that a further opportunity will be provided for any assessments missed. We encourage students to approach their teachers for the work which will be missed while absent from school so that they do not fall behind with their work.

The decision on whether an explained absence is justified or unjustified is determined by the school.

## Justified absences:

- Explained absence for short term illness/medical reasons (a medical certificate may be required for absence longer than 3 days), medical appointments, school arranged work

- experience, class trips, exam/study leave and students sitting school examinations
- Unplanned absence such as bus/car breakdown, accident, road closure extreme weather conditions
- Absences due to local/regional/national representation in a sporting or cultural event in NZ or overseas
- Absence due to bereavement, visiting a sick relative or exceptional family circumstances
- When a student is stood down or suspended
- Attendance at a secondary tertiary programme, Trades academy, CTC, CPIT and STAR courses

**Unjustified absences:**

No reason notified or an absence where no justifiable explanation is received, or the explanation does not fall with in the school's protocols for justified absences

Please Note:

- A parent's note does not necessarily provide justification.
- A family holiday is treated as an explained but unjustified absence.
- Not attending school to work is an unjustified absence.

A period of continual unjustified absence can lead to the school removing a student from the roll and making a referral to the Non-enrolled Truancy Service

**The School has ultimate discretion in determining whether absences are justified or unjustified.**