



STUDENT ATTENDANCE REQUIREMENTS

You are required to attend ALL classes and complete ALL homework tasks. If you know you are going to be away, please tell the staff at Reception.

If you are sick, please telephone 838-2450 as soon as possible (after 8.30 am) and leave a message for your teachers. If you are sick for more than three days, you must bring a medical certificate from a registered doctor. If you need to take leave from your studies, you must apply in writing to the Director of Studies/Administration Manager, giving your reason for leave.

Please note that ALL CLASSES START AT 9 AM and 1 PM; and 10:50 AM and 2:15 PM after the break, Monday to Friday. If you arrive late, please go to Reception and explain why you are late. You will be given a form to take to your teacher and will not be allowed to join the class without this form. However, you can only join the class after the break.

If your attendance is not satisfactory (100% at all times), the student support team will talk to you about it and may give you a VERBAL WARNING. If your attendance continues to be a problem, you will be given a FIRST WRITTEN WARNING. If you continue to have poor attendance, you will be given a SECOND WRITTEN WARNING.

If your attendance does not improve after this, we may inform the NZ Immigration Service that you are not meeting the requirements of your student visa. If this happens, you may have your visa withdrawn or not renewed. Please note that you will not receive a refund of your fees if this happens.