



### JUSTIFIED ABSENCES

A justified absence is an explained absence that is considered an acceptable reason to be away from school within the school's attendance policy.

### UNJUSTIFIED ABSENCES

An unjustified absence can be explained or unexplained but the explanation is not considered an acceptable reason to be away from school within the school's attendance policy.

#### JUSTIFIED

Illness or injury

Health-related appointments eg (dental, medical, physio, mental health). Please try and make these appointments outside school hours.

Unplanned event such as a bus breakdown, accident, road closure, extreme weather conditions etc

Planned non-attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas.

Attending a dance exam as part of a NCEA course

Approved absence (also overseas) including bereavement, visiting an ill relative, exceptional family circumstances

A student accompanying, or visiting a family member who is on an overseas posting eg military or diplomatic for (up to 15 weeks)

Attending school-based tutoring

Working for a recognised employer as part of their course (eg Gateway)

Student is stood down or suspended

#### UNJUSTIFIED

'I didn't feel like Maths', 'I went to the shops', 'We had a test and I wasn't ready for it', 'I slept in'.

'I need to see my coach for strength and conditioning'.

Staying home to look after a sibling

Attending non-representative (not national or local level) sporting or cultural activities during school time. (note: such an absence would be recorded as an explained but unjustified absence)

Attending a class, activity or exam during school time that is not part of an NCEA course. (note: such an absence would be recorded as an explained but unjustified absence)

Taking a day off for a student's birthday

Visiting relatives

Attending tutoring outside of school (note: such an absence would be recorded as an explained but unjustified absence)

Going on holidays during the school term (note: such leave can be approved by the school but will still be recorded as an unjustified absence)

