



Palmerston North Boys' High School – Absence Procedures



Regular school attendance is essential if young men are to achieve the academic grades and qualifications they are capable of. We understand that there are times when sickness, appointments or other significant events occur. ***However, we do ask that you make regular attendance at school the priority whenever possible.***

My Son is Unable to Attend School – sickness, bereavement or other significant event:

- Please contact our attendance line - 3545176 ext. 761 – and leave a message with your son's first and last names, his Form Class, the reason for his absence and the date of his expected return to school. This is a 24-hour service.
- Our Attendance Officer will endeavour to contact parents/caregivers of absent students if no communication has been received.
- If no explanation of your son's absence is received, upon his return to school he will be asked to supply an absence note which he presents to the Rector at the back of the hall after assembly.

My Son Becomes Unwell During the School Day

- He is to report to the school office. The staff there will assist him and contact his parents/caregivers as necessary.

My Son has an Appointment During the School Day

- Please provide him with a note explaining the reason for his absence which he will present to the Senior Master at the back of the hall before assembly.
- The Senior Master will provide him with an Exeat pass explaining his absence from class and indicating the duration of his absence. He is to sign in at the Student Support Centre when he returns from his appointment.
- If your son's appointment is made after he has departed for school please contact the school office – 3545176 – and the staff will organise his exeat pass and have it delivered to him.

My Son has an Appointment That Will Make Him Late to School

- Please provide him with a note to explain his late arrival which he will present to the Senior Master at the back of the hall during assembly, or in the Senior Master's corridor if assembly has finished.