

Glendowie School Procedure

WITHDRAWAL OF CHILDREN FROM SCHOOL ON A REGULAR BASIS



RATIONALE

- The school supports the right of parents to request that their children be exempted from class to receive special out-of-school tuition, or justified exemption from attendance of up to 5 days , or release from tuition on religious or cultural grounds ,or for specified parts of the health curriculum

PURPOSES

- To support parents wishes and requests concerning the education of their children.
- To ensure, in so far as is possible, that there is minimal disruption to the child's normal class programme and regular school education.

GUIDELINES

- All requests for release from school to attend out-of-school tuition will be directed to the Principal. The principal will decide if the outside school tuition is acceptable (Section 25B)
- The student being released from tuition is expected to have been present at school for 4 hours or more in order to meet the expectation of having attended school while the school is open for instruction (Section 25 (3))
- The Principal will advise parents of possible consequence of the child being absent from tuition , which includes the loss of the classroom programme for a child's progress of such exemption from normal class lessons.
- The school and/or parents may wish to invite an outside tutor to discuss a child's progress and achievement, the school will endeavour to accommodate all such requests. At time , in order to reduce the time a student needs to be away from school for the approved programme, a request may be made by the tutor to provide the programme for the identified child at school
- If in the case of a special needs child requesting exemption, the school will be conscious of the requirements to return to the Ministry of Education any non-used discretionary hours. A formal request to the Ministry would be made by the parent through the Principal for any time exceeding 1 hour per day.
- A student must, on any day, which the school is open for instruction, have been present at the school for a total of 4 hours or more, unless approved through the Principal for withdrawing a child from school.
- A student may leave school before school closes on a day if there are reasons and providing the school has been notified, providing it fits in with the contractual obligations.
- The Principal will favourably consider teachers and parents requests for children to attend approved gifted programmes or special instructional programmes eg hospital school APPA music festival course etc

- Parents who advise the Principal that their child is taking additional time off school eg, extra holiday, will be asked to submit in writing their notification. In newsletters we will remind parents that it is preferable to go on holidays during the school holiday periods.
- The school recognises the clauses in the Education Act of times when a child may be released from school e.g. release from specified part of the Health Curriculum, for approved outside tuition, release on religious or cultural grounds. Exemption for Short Periods (Reference Pg.107-109 NZSTA Handbook — relevant acts). This request must be in writing and at least 24 hours before the start of the tuition and the Principal has to ensure that the student will be adequately supervised at that time.
- The Principal can exempt children from attending school for up to five school days if the Principal thinks that a student's absence was or will be justified ~~ed~~ Parents are expected to advise the Principal if the student is to be away for more than 5 days. This letter must include length of time away from school, and the purpose of the time away from school.

RELEVANT POLICIES:

- Religious Education
- Education Act - Section 25, 26, 27
- Contractual Obligations A8.3 25B
- Attendance Policy

Approved: Sept 2008

Reviewed: August 2015, September 2018