

ARRIVING LATE TO SCHOOL (SIGNING IN)

When a student arrives late to school, regardless of the reason or time of day, it is essential that they sign in at the Student Centre. This sign-in process can be completed using one of the two iPad stations in the Student Centre.

When students sign in, the system generates the following pass, and their arrival details are promptly recorded on KAMAR.

| Late Pass | |
|--------------------------------------|---|
| Year : 13 |  |
| Tutor : 13PEH | |
| House : | |
| Thursday, 24 August 2023 | |
| Time In : 1:20 PM | |
| Reason : 3. Medical appointment | |
| Student must present pass on request | |

| Student Leave Pass | |
|---|---|
| Year : 12 |  |
| Class : 12FRS | |
| House : | |
| Wed, 7 Jun 2023 | |
| Time Out : 10:45 am | |
| Time Due : 11:45 am | |
| Issued by : Mrs R Akava-Moodley | |
| Reason : TDD - leaving at 1040 to attend doctors | |
|  | |
| Mount Albert Grammar School | |
| Student must present pass on request | |

LEAVING SCHOOL EARLY (SIGNING OUT)

When a student needs to leave school early, the attendance officer requires a note from home, an email, or a phone call from a parent(s) providing the reason for their early departure. **Please note that without one of these forms of communication, we are unable to release a student.**

Students must **sign out** at the Student Centre to before departing the school grounds. If a student does not **sign in or out** they will be issued a school detention.



Mount Albert Grammar School

Attendance Procedures for Parents & Students

STUDENT ABSENCES

We require a clear explanation for each day a student is absent from the student's parent(s)/caregiver(s).

There are three ways to contact the school regarding your child's absence:

Email Notification

- Send an email to attendance@mags.school.nz
- Include your child's name
- Mentor Class - i.e 13DRM
- Provide a clear explanation for their absence

Phone Notification

- Call the school at (09) 846 2044
- Leave a message for the attendance officer
- Include your child's name, mentor class, and provide a clear explanation for their absence

MAGS App

- Utilise the MAGS App to report your child's absence
- Include your child's name, mentor class, and provide a clear explanation for their absence
- Free from the App Store or Google Play.
- Search for "SchoolAppsNZ", and load the app onto your phone

If we do not receive any notifications regarding your child's absence, our system may automatically send a text message and an email asking for an explanation.

STUDENT ILLNESS

If a student is absent from school for more than three consecutive days, we will request that you provide a medical certificate, as per the guidelines outlined by the Ministry of Education (MOE).

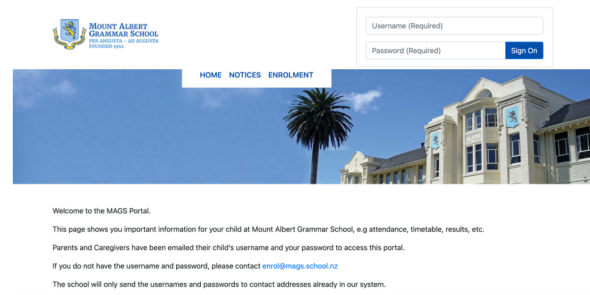
If a student becomes ill while at school, they are required to visit the Health Centre situated in MH Block. Our school nurses will assess the student's condition and, if necessary, communicate with their parent(s)/caregiver(s) to discuss their departure from school.

MAGS KAMAR ADMIN PORTAL

The MAGS Kamar portal shows you important information for your child e.g. attendance, timetable, results, etc.

You can track your child's live attendance via the Parent Portal.

If you do not have the username and password, please contact enrol@mags.school.nz



NON-SCHOOL RELATED LEAVE REQUEST

If your child needs to request non-school related leave for a duration of one or more days within the school year please contact our Headmaster, Mr Patrick Drumm.

We request that you provide us with a minimum of two weeks' notice before the planned departure date.

Your request should include the following details:

- Dates of the proposed absence
- Purpose of the absence

If you choose to submit your request in writing please address the letter to:

Mr. Patrick Drumm
Headmaster
Mt Albert Grammar School
Alberton Ave
Auckland, 1025

For email submissions, please email Mr Corey Todd at ctodd@mags.school.nz

Once non school related leave has been granted by the Headmaster, students will be emailed a Leave Form which they must complete before their departure.