

ATTENDANCE POLICY

RATIONALE

The school has a legal responsibility to monitor pupil attendance accurately and in a consistent manner across the whole school.

PURPOSES

1. To define how absences are recorded within the school.
2. To define parent procedures for reporting child absences.
3. To monitor student attendance.

GUIDELINES

1. Registers are required to be marked twice a day. If a student attends for part of the morning (or afternoon) they are marked present in the register.
2. Initials indicating Justified Absence (J), Unjustified Absence (U), Home (family funeral, tangi etc. (H), or Doctor / dental (D), are to be used in registers.

NB Justified absences (J) are those having been satisfactorily explained by:

- Note from parent.
- Phone or fax the school office
- Email via the school website

3. Parents have a choice of phoning or faxing the school office or email via the school website by 9 a.m. or writing a note to explain absences.
4. Individual child attendance figures should be recorded in the register at the end of each term.
5. The Principal should be notified by the class teacher if absences seem excessive over a short period or a pattern or trend is emerging. If an international student is absent for more than three consecutive days with no explanation and no telephone contact, will receive a home visit by the Principal or the international students teacher.
6. Long term absences: If a child has an unjustified absence of 20 consecutive school days, they are to be removed from the register after contacting the office. However, if we receive a written note from a parent before the absence occurs explaining the exact reasons and dates for the absence, they can remain on the register as a justified absence. This note should be on file in the office.
7. Absence notes should be kept for the entire year before disposal. They will then be destroyed in accordance with the Privacy Act.
8. The office will require information for the July return on explained and unexplained absences.
9. All registers are sent to the office at the conclusion of each term.
10. Absentee statistics are reported to the Board at each meeting.
11. All children must be signed out by a parent / caregiver if they are taken out of school during school time.

Initiated: August 1999

Ratified: April 2006

Reviewed: April 2003
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