

## Attendance Procedures

### Objective

The Board of Trustees is accountable for ensuring the Primary School is open for instruction for the number of half days required by the Ministry of Education. Pupil's attendance will be monitored so that any absences can be dealt with appropriately and so statistical information submitted to the Ministry of Education is accurate. Full attendance at school is seen as vital to the pupil's education. The Management Team is responsible for ensuring this procedure is adhered to.

### Procedure

#### Setting term dates

Before the start of each school year the Management Team will set the new term dates so that they comply with Ministry of Education directives. Term dates will be provided to parents in the newsletter and shown on the school website.

#### Recording attendance

1. Parents are required to phone the school office and leave a message outlining the reason for any absence before 9 am on the day that their child is absent.
2. Student attendance will be recorded by the class teacher on-line on the Student Management System by 9:10 am for the morning and by 2 pm for afternoon attendance.<sup>1</sup>
3. If a class teacher is absent then the Principal/office completes the attendance for that class.
4. By 9:20 am each day the day sheet is completed by each teacher to show non attendees, and returned to the office. The office then follows up any absences which the parents have not advised the school of, by calling parents/caregivers before 10.am.
5. The office staff will write the result of the phone call to absentees in the daybook and as a note in Student Management System for the teacher to read at morning tea. If there is a significant matter that needs to be communicated to the class teacher then the office will do so.
6. Each teacher will check the weekly attendance report emailed from the student management system to ensure that their class attendance is recorded correctly. The Principal will also retain oversight of this.
7. When pupils arrive at school after 9 am, their arrival must be notified to the school office. For class 1, 2 children, their parents are requested to notify the office of their

---

<sup>1</sup> If requested and agreed by the Principal, the office can enter attendance details for specific classes for specific period of time

arrival. Children in classes 3 and above will come to the office themselves on arrival to report their late attendance.

8. If a pupil leaves school during the course of the day (for health or other reasons) the office will be informed and the teacher will record the period and cause of absence.

### **Absences**

1. Teachers will follow up unjustified absences or persistent lateness with the parents. In situations where the student's non attendance or lateness is of concern then this will be brought to the notice of the Principal. Where appropriate, the Principal may make direct contact with the family, the Attendance Officer<sup>2</sup> or other agencies.
2. Any pupil who is absent for more than 10 half days in a term, whether for justified absences or not, will be reported to the Attendance Officer<sup>2</sup> and the class teacher or the Principal will discuss the case with them.
3. If a parent wishes to take a child out of school for a period of three days or more then they must write to the Principal to explain the reason for the planned absence, at least two weeks before the planned absence. Absence from school due to holiday cannot be recorded as a justified absence, according to the Ministry of Education.
4. Where a pupil is taken out of school for an extended period of time (for example overseas travel) then the student can remain on the school roll for a maximum of 15 consecutive weeks if the parents have provided written confirmation of the intended return date and have a permanent residence to which they plan to return.
5. Where a pupil is away sick for a period of five days or more a letter must be provided to the school giving the reasons for the absence. For prolonged periods of absence the school may request a medical certificate.

### **Attendance by 6 year olds in kindergarten**

1. Six year olds are on the school roll and their attendance has to be tracked on the same system as other primary school children. The kindergarten head teacher will record attendance of 6 year olds each day. Parents of 6 year olds are asked to advise the office if their child is going to be absent.
2. As kindergarten children are brought to kindergarten by their caregivers, the office will not phone parents to ascertain the reason for any unknown absence. The Kindergarten Head Teacher will ascertain the reason for absences.
3. In other respects the kindergarten 6 year olds will follow the kindergarten procedures.

All staff, members of the Board and the school community are informed of this procedure.

---

Signed: \_\_\_\_\_ Designation: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

<sup>2</sup> The Attendance Officer works for an external agency contracted by the Ministry of Education