



## **ATTENDANCE GUIDELINES**

### **RATIONALE**

Every child has the right to an education.

From the age of six years, there is a legal requirement for children to attend school. Parents and schools have an obligation to ensure children are enrolled in and are attending school.

### **PURPOSE**

To assist students to attend school on a regular basis which is vital for effective learning.

To ensure that school attendance is effectively monitored.

To respond appropriately to attendance problems.

### **GUIDELINES**

Parents should contact the school to notify and explain their child's absence, preferably on the morning of the absence.

Attendance at school will be monitored twice daily using our Student Management System (SMS) at 9:05 am and 1:20 pm.

Students who arrive at school after 9:05 are to report to the office to notify their presence and will be recorded on our (SMS) as late.

The Office Administrator will ring home, code absences accordingly and accurately record parent reasons for an absence.

Parents of caregivers must sign students out when taking them from the school grounds.

Prolonged absences due to medical reasons will be investigated by the Learning Support Team and Principal. If a student is absent for three or more consecutive days, a medical certificate may be asked for.

The Principal, in consultation with the Learning Support Team, will meet twice per term (weeks 3 and 8) to monitor school-wide attendance patterns.

Any student with an attendance rate of less than 90% will be regarded as 'of concern'. Students of concern will be discussed on a weekly basis, taking into account justified or medical absences.

### **Steps for addressing poor attendance rates:**

- The Deputy Principal / Principal will make contact with parents of these students to discuss the concern.

- If attendance does not improve within the next two weeks, a letter from the Deputy Principal / Principal will be sent home outlining the concerns.
- If there is still no improvement in attendance over a further two week period, a second letter from the Deputy Principal / Principal will be sent home outlining concerns and making mention of the Attendance and Truancy Service as a course of action.
- These identified students will have their attendance taken to the ROCK On Cluster meeting for further guidance and advice.
- If there is still no improvement in attendance over a further two week period, the Deputy Principal / Principal will utilize the online Attendance Service and local Truancy Service (REAP) to respond to any prolonged unjustified absences or truancy.

The school will liaise with other groups and agencies to follow up consistent unexplained absences (eg. ROCKON, Police, Truancy Service, Oranga Tamariki).

The Principal or Deputy Principal will provide a status report to the Board on any current or possible cases of truancy and the action taken by the school staff.

If a child is to be absent for more than five consecutive school days and will not be attending any other school (eg. family trip), a parent is to notify the class teacher, who will in turn inform the Learning Support Team and Principal.

If a child is absent for more than twenty consecutive school days, without explanation, the school will submit a Non Enrolment Notification (NEN) and the child will be removed from the school roll.

A student's attendance will be made available to parents through our SMS in real time.

Reviewed: June 2022

Next Review: June 2025