

TISBURY SCHOOL'S ATTENDANCE PROCEDURES

Agreed by the Board of Trustees: 13/8/24

All children enrolled at Tisbury School must, by law, attend the school whenever it is open, unless they are unable to attend due to illness, or special home circumstances. (Education Act 1989.)

It is very important to send your child to school regularly.

Frequent absence severely reduces children's progress at school.

AN OVERVIEW OF THE STUDENT ATTENDANCE CATEGORIES

The Ministry has consistently used four Student Attendance Categories to understand how frequently students attend. These categories give you a way to monitor the progress you are making in supporting students to attend regularly.

Student Attendance Categories aim to:

- › Help focus on students' needs.
- › Make sure interventions are suitable for each category.
- › Enable schools and teachers to monitor the progress of their students.

ATTENDANCE CATEGORY	STUDENT WITH	EQUIVALENT
Regular attendance*	Over 90% attendance	Absent for fewer than 5 days across a term
Irregular absence	More than 80% and up to 90% attendance	Absent for between 5 and 9 days across a term
Moderate absence	More than 70% and up to 80% attendance	Absent for between 10 and 14 days across a term
Chronic absence	70% attendance or less	Absent for 15 days or more across a term

**Note: The Government has set a target of 80% of students to be present for more than 90% per cent of the term by 2030.*

Whānau will be asked to provide a medical certificate, from GP, Nurse Practitioner or Practice Nurse, if their child is sick for more than 5 days in a row, however, if a child has previously been through the attendance procedure process, within the last 6 months, then a medical certificate may be requested after 3 days of absence.

If you are having problems getting your child to school, for any other reason, please contact your child's teacher.

Your child's attendance is consistently updated through the school's HERO app. keep an eye on these for yourself.

If your child's absences are running below 84%, or the school identifies trends, ie absent on Mondays or Fridays, the following steps will occur:

- 1) Whānau will be contacted by classroom teachers to see if there is any help they can offer, including support from the school's Public Health Nurse. This will be recorded on the school's attendance tracking report.
- 2) If there is no improvement in attendance over a month, whānau will be requested, via a written letter, to attend a meeting with Teacher and Principal to discuss how the school can help. The outcome of this meeting will be a co-constructed attendance.
- 3) If the attendance rate continues to show no improvement, or an upward trend, whānau will be advised that their case has been referred to the Attendance Service.