

Policy and Procedures: Attendance

Rationale:

Every child has the right to an education - from the age of six there is a legal requirement for children to attend school. Parents and schools have an obligation to ensure children are enrolling and are attending.

Purposes:

Student Outcomes

1. To ensure all enrolled students are accounted for daily at 8.55am and 1.30pm whether present or absent from school.
2. To assist students to attend school on a regular basis; which is vital for effective learning.
3. To give students the opportunity to develop personal skills, e.g. the importance of being punctual and accountable

Legal Requirements

4. To ensure the school is meeting the legal requirements governing the enrolment of students, records of attendance, archiving of records, audit requirements and hours of instruction.
5. To ensure that attendance is monitored and that the school has set procedures that will be followed in cases of truancy
6. To ensure students are accounted for when transferring to another school.

Guidelines

1. The school will take proactive steps to increase student attendance. The principal will report to the board of trustees on student attendance. Annual targets will be set if non attendance becomes a concern.
2. Student attendance will be recorded two times a day through the school's Student Management System: Together with the reason for any absences using the approved codes.
3. Parents will be requested to report student absences according to the protocols outlined in Appendix 1.
4. Staff will manage Attendance Registers and follow up any unexplained absences according to the procedures outlined in Appendix 1.

5. The Principal will devise a strategy to inform parents, caregivers and the community at large about the school's policy and protocols on attendance/ absences (and to keep the community aware of them on an ongoing basis)
6. Students may be taken out of school by their parents for outside tuition only at the Principal's discretion.

Taking Children from School

1. Students may only be taken by parents/caregivers from school during the school day with prior arrangement and /or permission of the school staff. Refer to student sign in/sign out procedures in Appendix 1.

School Hours

1. The school is open for instruction as advised by MOE with daily time intervals of 8.50am - 10.40am, 11am - 12.30pm and 1.25pm - 2.45pm.
2. Teachers are not obliged to provide instructional material for children absent from school, but may do so, on a case by case discretionary basis, on advice from the Principal.

Truancy


1. For the purpose of acting on cases of truancy, Geraldine Primary School defines truancy as; *persistent failure to attend school or an absence where no information is provided.*

Students Transferring to Another School (ENROL)

1. Schools must withdraw a student from ENROL within 5 days of their last day of attendance. A student must be registered on ENROL within 5 days of their first day of attendance at a new school. If a student does not enrol at a new school within 20 days the school will be instructed to complete an online NETS form (through ENROL)
2. The Appendix section will be updated as required, taking into account any changes from the MOE or school practices.

CONCLUSION

The school will act on concerns regarding student attendance by engaging and working alongside whānau. Other agencies will be involved when appropriate.

Presiding member 

Date 31.01.25

Principal 

Date 7.02.25

PROTOCOLS & PROCEDURES ON STUDENT ATTENDANCE

RECORDING ATTENDANCE

- Student attendance will be recorded two times a day, at the beginning of morning school, and at the beginning of afternoon school. This will be done, either electronically by the class teacher using the school's Student Management Systems in the classroom, or by a paper roll if the SMS is unavailable. Relieving teachers will be required to record the attendance/absence information on a pre-populated manual roll, which will be sent within 30 minutes to the School Office.
- The School Office or the class teacher will subsequently record in the SMS the reason for each student's absence, using the Attendance Codes.
- At times a physical roll will be marked and updated electronically later (e.g. school camps)
- Daily attendance records will be collected by the Ministry of Education.

STUDENTS ARRIVING LATE

- Students arriving at school late will be required to report first to the school office and sign in electronically via the iPad.

UNEXPLAINED ABSENCES AND INFORMING PARENTS/CAREGIVERS

- As soon as possible (before 9.30am/1.50pm if afternoon absence) parents of students who are absent will be phoned to determine the reason for non-attendance. If they are unable to be contacted, a message will be left and it will be recorded on SMS.
- When an explanation is received by the school office it will be entered into the SMS, using the correct Attendance Codes.

IF THE ROLL IS NOT MARKED

- The school office will primarily alert the classroom teacher if the roll has not been marked by 9.30am. The Senior Leadership Team will address anomalies and concerns with the relevant person and follow up to ensure procedures are adhered to in the future.

STUDENT SIGN-IN/OUT

- If a student is required to leave school during the school day, the student must be signed out at the school office using the iPad by the parent/caregiver or office staff before leaving the school grounds. When/if the student returns to school later in the day, (s)he or parent/caregiver, will be required to report to the school office upon arrival and sign-in again.
- If a student is found to be absent without explanation during the course of the school day, it is first and foremost a personal safety issue before being an attendance issue. Teachers must notify the school office immediately if a student is deemed 'missing'.

ABSENCES

- Whenever possible, parents/caregivers will be encouraged to advise the school of an impending absence ahead of time.

- Family holidays or taking time off for extracurricular activities (not organised by school) are not acceptable reasons for being absent.

EXPLANATIONS

- The following methods of explaining student absences, either before or after the event, will be accepted from parents/caregivers:
 1. A phone call/voicemail message
 2. A school app notification (via Edge or Skool Loop)
 3. A face to face explanation
 4. A handwritten note from the parent/caregiver
 5. An email message to school
 6. A medical certificate from a health professional may be required after 3 consecutive days absence; as deemed appropriate by the Principal

UNJUSTIFIED ABSENCE - RESPONSE

- If a student has five days of unjustified absences during a term or attendance is causing concern, then the Principal will work alongside the whānau.
- The school will utilise the services of the MOE Attendance Service Application and Rock On when necessary.
- The School will take appropriate action regarding unjustified absences or irregular attendance recorded on the register, with regular updated information provided at Attendance Meetings, held weekly to address concerns.

ENROLMENT PACK

- Information on attendance requirements and absence protocols will be given to parents/caregivers as part of the school's Enrolment Pack. This information will also be placed on the school's website and a reminder notice will be put in the school newsletter at least once a year. If generic problems arise from time to time over student absences, then a further notice about the issue will be put in the school newsletter. The Principal will be responsible for all this information.

PRINCIPAL'S DISCRETION

- In the case of a student who is engaging in learning that is taking place not under the direct supervision of the school, the Principal will use his/her discretion to decide as to whether the student will be marked as present or absent from school. Each case will be taken on its merits.