



ATTENDANCE MANAGEMENT POLICY

OUTCOME

Our God is a God of order, and this requires regular attendance at school. 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.

SCOPING

- 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.
- To assist students to attend school on a regular basis; which is vital for effective learning.
- To ensure that attendance is monitored and that the school has set procedures that will be followed in cases of truancy.
- To ensure all enrolled students are accounted for daily at 9:15am and 12:10pm whether present or absent from school.
- To give students the opportunity to develop personal skills, e.g. the importance of being punctual and accountable.
- To ensure students are transitioned appropriately for when transferring to another school.

EXPECTATION AND LIMITATION

ATTENDANCE:

1. The school will take pro-active steps to increase student attendance. The Principal will report to the Board of Trustees on student attendance per monthly Board meeting. Term targets will be set if non-attendance becomes a concern.
2. Student attendance will be recorded two times a day.
3. Parents will be required to report student absences.
4. The Principal will discuss with parents on enrolment about attendance policy. Students may be taken out of school by their parents for outside tuition only at the Principal's discretion. As a first step, the Principal will discuss attendance issues with the parents and work with them to improve student attendance.

TAKING CHILDREN FROM SCHOOL

Students may only be taken by parents/caregivers from school during the school day with prior arrangement and/or permission of the school principal.



SCHOOL HOURS

1. The school is "open for instruction" as advised by MOE with daily time intervals of 9:00am-11:00am, 11:30am-1:00pm and 1:50pm-3:00pm.
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


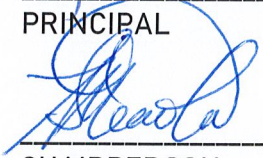
1. For the purpose of acting on cases of truancy is defined as a – *persistent failure to attend school, an absence where no information is provided, an unjustified absence from school and/or, children and young persons who are legally required to be enrolled at school.*
2. The Principal will take appropriate action regarding unjustified absence or irregular attendance recorded on the register.
3. Follow-up action will be carried out using the procedures: 1. The school will utilise the services of the Chaplain, MOE Attendance Service Application (ASA, electronic referral system), Social Workers in Schools (SWIS), and Truancy officer as necessary.

STUDENTS TRANSFERRING TO ANOTHER SCHOOL (ENROL)

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).

Conclusion

The school will act on concerns regarding student attendance by firstly communicating with parents. Other agencies will be involved when appropriate. Failure to attend school may be harmful to the child.

 _____ PRINCIPAL	<u>29/11/2023</u> _____ DATE
 _____ CHAIRPERSON	<u>29/11/23</u> _____ DATE

RATIFIED BY BOARD: 29/11/2023

NEXT REVIEW DATE: Nov 2026