

Attendance At School Policy

Nag 5: Legislative

Introduction

Attendance is compulsory for New Zealand citizens and residents aged between 6-16 years. Students are required to attend whenever the school is open (Section 31 of the Education Act 1989). The research tells us that the fewer days students are at school, the less chance they have of achieving. Missing school isn't just about missing learning, it's also about all the other opportunities that are missed. At Balmoral School we promote the attendance of all students in their class, every school day. "Student attendance, along with effective teaching has the greatest influence on engagement and achievement."

Guidelines

1. The Board of Trustees will take all reasonable steps to ensure the attendance of students at Balmoral School via annual reports from the principal.
2. The school will advertise term dates in the newsletter/ website
3. The school will have a consistent electronic system for monitoring daily attendance, punctuality, and marking of attendance registers. The school procedures for using this will be clearly and fully explained in the Staff Handbook.
 - I. Primary children should be at school by 9:00am and 1:30pm when the attendance is marked. If they are not there at these times they are considered late/absent.
 - II. Intermediate children should be at school by 8:30am and 1:30pm when the attendance is marked. If they are not there at these times they are considered late/absent.
4. School staff will work in partnership with parents/caregivers/whanau to ensure regular attendance.
5. Class teachers have a responsibility to keep accurate records of punctuality, attendance and non-attendance in registers, and follow-up with up families whose children are regularly late or absent. The Associate Principal and Principal will be involved where necessary.
6. Action for consistent non-attendance will include contacting the parents directly, and where necessary the Ministry of Education Truancy Service provider.
 - I. If a student is away for three consecutive days and their attendance is already less than 85%, then the school will request a medical certificate for that student
 - II. Where there is consistent and/or intermittent illness the school can request a medical certificate.
7. The school will keep the Ministry of Education's ENROL national database up-to-date.
8. Parents must sign out their children at the office if they are going to leave the school environs during school hours
The school does not encourage parents to make appointments in school time.

9. If the parents choose to take their child out of school they must inform the school in advance.

10. The school office staff will monitor and follow up attendance on a day to day basis. They will inform team leaders, in the first instance of any trends causing concern. If the trend continues, the school shall investigate and make contact with the family .

Conclusion

Regular and punctual school attendance will enable the student, the family and the school to work together to optimise learning and ensure student safety.

Date of Policy	August 2016	Balmoral School
Date of Last Revision	August 2016	Attendance Policy
Revision No.	1	
Approved by	Board of Trustees	
Signed (Chairperson)		