



# PAPAKAIO SCHOOL



## Attendance Procedure 518

**PURPOSE:** There are two key reasons for this procedure;

1. Non-attendance at school has been identified as a major barrier to learning and a significant indication of at risk students. It is the right of all students to attend school and the responsibility of parents/caregivers to ensure attendance of all children up to the age of 16.
2. It is important we avert a tragedy occurring to one of our pupils with parents assuming they are at school and school assuming they are at home.

### RECORDING ATTENDANCE:

- Student attendance for every morning and afternoon session will be recorded on the Edge. Log onto <https://staff.musac.school.nz/> and use your teacher password.
- Teachers select the "P" for those present and the "?" for those absent and they do not know where they are.
- The office staff will check those unexplained absences and ring parents who have not notified the school before 9:30 for the morning session and before 2:00pm for the afternoon session. (Note the secretary will have checked the answer phone and with the principal before they ring in-case they have been notified)
- The morning session attendance will be recorded between 8.55 - 9.10am.
- The afternoon session attendance will be recorded between 1.30 - 1.40pm.
- Attendance and absence shall be recorded with the following codes:

P	Present	Student is in his/her regular class ( <i>this includes supervised study</i> )
?	not in class	This is the initial entry for a student not in class and the reason is unknown. It will be edited as relevant information becomes available about the reason for the non attendance.
M	Student is absent due to short term illness/medical reasons ( <i>Justified</i> )	Student is at home or in hospital because of illness or other medical reason. A medical certificate is required for prolonged illness ie 4 days or more
L	Student late for class	School office will determine when this entry is made. More than 5 minutes late ( <i>after 9.00am</i> ).
D	Doctor/Dentist appointment ( <i>Present</i> )	Under existing legislation this type of absence is deemed to be <b>present</b> when calculating $\frac{1}{2}$ day summaries, provided there is documentation verifying it.
E	Student is absent with an explained, but unjustified reason ( <i>Unjustified</i> )	The explanation for the absence is accepted by the school as the reason for the absence, but the reason does not fit within the school's procedures as a justifiable reason to take the student off school. eg "Molly had to stay home to look after her younger brother" or "we are going for a 2 week family holiday." (A parent's note does not provide justification)
F	Attending offsite course / class	eg Yr 7 & 8 Technology at Newlands Intermediate
N	School activity	One to one/group activity (on site)
V	Exams (on site)	eg ICAS exams
J	Justified absence: within school procedures	<ul style="list-style-type: none"> <li>• Unplanned absences such as a bus breakdown, accident, extreme weather conditions etc</li> <li>• Planned non attendance such as national/local representation in a sporting or cultural event in NZ or overseas.</li> </ul>

		<ul style="list-style-type: none"> <li>Approved absence (including overseas) can also include bereavement, wedding, visiting an ill relative, exceptional family circumstances</li> </ul>
Q	Off-site school activity, eg trip/camp	Student is on school-based (off-site) activity <ul style="list-style-type: none"> <li>school camp</li> <li>school trip (sporting, cultural or academic)</li> </ul>
O	Justified overseas <i>(Parents whose jobs require them to travel)</i>	A student accompanying or visiting a family member who is on an overseas posting. eg military or diplomatic. <i>(If the period of absence is longer than 15 weeks the student must be un-enrolled and re-enrolled). Other approved (justified) overseas absence is coded "J". If the absence is unapproved, it is coded "E".</i>
H	Health camp / school	Not school camps (see Q below)
S	Sickbay	
R	Removed from regular class	Student is at school but removed to another class or the Principal
U	Student is stood down or suspended	
T	No (or no justifiable) explanation - truant <i>(Unjustified)</i>	This code is for absences where no written or phone explanations are received, or the explanations are like the following: <ul style="list-style-type: none"> <li>it was hot so we went to the beach</li> <li>we went to the shops</li> </ul>
C	Justice court proceedings	

#### Absence Procedures

- Parents can notify the school of student absences by phone or advance notification by letter, text or email. These absences will be recorded by the office and transferred to the Edge.
- Office staff will follow up unexplained absences through listed contact numbers and leave messages on each number called. All emergency contact numbers should be tried if no answer.

#### *The Late Register*

All students (except those on an approved EOTC event outside the school) who arrive at school after the register has been marked are required to go to the office to confirm they have arrived late. **They will have an "L" recorded against their name.**

#### *Absences during school hours*

Parents and caregivers are required to inform either the class teacher or the school office if their child is to be removed from school during school hours and give the reason for doing so.

#### **ABSENTEEISM AND LATENESS**

**Truancy:** Defined as continuous absence with no reason or notification. The trigger point is 10 half days with-in a term of un-explained absences. Cases that are flagged by either this measure, or teacher concern are referred immediately to the Principal. The Principal will try and make contact with parents, relatives or the emergency contacts. If unable to make contact and the problem still remains a letter is then posted home. If the situation does not improve within 5 school days, a referral is then made to the Truancy Officer in which a home visit is made. The Principal will provide truancy status reports to the Board on any current or possible cases of truancy and action taken by the school staff.

**Lateness:** Lateness is monitored by the classroom teachers and the office through the "Lateness Register". If a child is constantly late over a two week period, the Principal will make phone contact with parents, relatives on the emergency contacts. If unable to make contact and the problem still remains, a letter will be posted home. If the situation does not improve, a report is made to the Board, and a referral may be made to the Truancy Officer in which a home visit is made.

**Absenteeism:** Student attendance is monitored by the Principal through the Attendance Registers on a termly basis. Any child who, in the year and term to date, has less than 90% attendance will be

noted as a "cause for concern". A summary of such cases is reported to the Board twice a year. All parents are notified in their child's report of their child's attendance. If the absenteeism persists over a subsequent consecutive term, the Principal will then, on behalf of the Board, forward a further letter identifying the concern and offering the opportunity to meet to discuss ways in which attendance may be improved. The school may make a referral to the Truancy Officer or take appropriate legal action.

**ATTENDANCE COMMENTS ON SCHOOL REPORT AND TRANSFER FORMS:**

Attendance 90% or better	-	Satisfactory
Attendance below 90%	-	Cause for concern

**Reviewed July 2016**