



RERE SCHOOL

'Flying High'

Attendance at School Policy

Nag 5 & 6: Legislative

EVERY DAY MATTERS, EVERY MOMENT COUNTS

Introduction

Enrolment and Attendance at a school 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 Rere School we promote the attendance of all students in their class, every school day.

Guidelines

1. The Board of Trustees will take all reasonable steps to ensure the attendance of students at Rere School via annual reports from the principal.
2. The school will advertise term dates in the newsletter and on the school website.
3. Parents and Caregivers are requested to advise the school of a student's absence as soon as possible, ideally prior to 8am. A message can be left on the school answer phone or an email can be sent to your child's teacher. Please note that an explanation must be provided. In the event of an unexplained absence the school will endeavor to contact parents. If a parent cannot be contacted emergency numbers may be contacted to ensure the safety of the child.
4. 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 Principal's Policies and Procedures Handbook.
 - I. Students 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. Children who are sick are not expected to attend school. However if a child has high non-attendance that is related to an illness the school may make a referral to the Health Department for family support to better manage that illness.
 - III. If a student is away for three consecutive days then a medical certificate must be provided.
 - IV. Where there is a pattern of persistent illness the school will request a medical certificate.
 - V. Consistently high attendance will be positively acknowledged by teachers and the Principal.
 - VI. Reports will contain attendance data.
 - VII. The Principal will report on attendance at every Board of Trustees meeting.

5. School staff will work in partnership with parents/caregivers/whānau to ensure regular attendance.
6. Attendance rates - 97%+ is Excellent, 95% is Good, 93% is Satisfactory, less than 90% is of Concern.
7. 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 Principal will be involved where necessary.
8. Actions for addressing consistent unexplained and/or particularly prolonged non-attendance will include contacting parents directly to request a meeting to discuss the issues and how school can be of support. If attendance does not improve after this a formal letter from the Principal, co-signed by the Board of Trustees Chairperson, will be sent. If attendance still does not improve then the Truancy Service will be notified.
9. The school will keep the Ministry of Education's ENROL national database up-to-date.
10. Parents must sign in/out their children at the office if they are dropped off late or need to leave early for any reason.
11. The school encourages parents not to make appointments in school time.
12. The school encourages parents not to take their child out of school without informing the school in advance.

Conclusion

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

Date of Policy	25.02.2020	Rere School
Date of Last Revision		Attendance Policy
Revision No.	1	
Approved by	Board of Trustees	
Signed (Chairperson)		

