



STUDENT ATTENDANCE, WITHDRAWAL & SUSPENSION PROCEDURE

RATIONALE

Enforcement of attendance is a responsibility of the Board under the *Education Act*.

PURPOSE

Regular attendance should be seen as a normal outcome of effective school programmes. However, irregular attendance will arise in the best of circumstances and the following guidelines provide a mechanism for prevention and intervention. Regular attendance is essential for effective student learning to take place. The school will therefore make all reasonable efforts to assist students towards regular attendance patterns. However, it must be remembered that the legal responsibility for ensuring attendance rests upon the parents/caregivers of the child concerned.

GUIDELINES

General

1. The classroom teacher is responsible for monitoring attendance daily and ensuring that attendance concerns are brought to the attention of the Principal, Deputy Principal and/or Office Manager.
2. Parents/caregivers are requested to advise the school by telephone on any day when their child is absent through sickness or other legitimate reason. Calls should be made well before 9:00am.
3. Class teachers advise the office each morning of all absences. (This is to be picked up through SMS). The office staff will then make every reasonable effort to contact the parents/caregivers of students with unexplained absence to determine the reason. Names of students whose absence cannot be satisfactorily explained will be referred to a member of the Senior Management team to determine appropriate actions.
4. The Principal, Deputy Principal and OM are appointed as "Attendance Officers" of the school, with power to act on the Board's behalf.
5. Suspected or confirmed truancy will be dealt with by:
 - (a) Discussion with the student and their parents/caregivers
 - (b) Monitoring over subsequent weeks
 - (c) A letter from the school in the event of further concerns

- (d) Referral to ASA (Attendance Services)
 - (e) Implementation of legal proceedings if there are reasonable grounds to believe that parents/caregivers are failing in their responsibility to ensure regular attendance. These legal proceedings include prosecution for non-attendance or referral to *Children’s & Young Person’s Service* under the truancy protocol.
6. Regular non-attendance through other reasons, e.g. frequent illness, should also be investigated by staff. It may be necessary in such cases to refer matters to a support agency (e.g. Public Health Nurse) or to advise parents/caregivers of concerns and request them to seek methods of improving their child’s attendance.

Attendance Procedures

1. The class electronic attendance register is to be checked by 9.00 am and again by 1:00 pm daily.
2. Parents are to inform the school about the reason for their child’s absence prior to 9:00 am on the day of their absence.
3. The child’s teacher is to be informed of any reported absences as soon as possible. Absences reported to the office to be recorded in the ‘Daily Messages Book’
4. If a child is absent and no contact has been made with the school to explain the absence, the school secretary is to be informed by the teachers and the parents contacted by phone. The secretary is to pass on the results of the phone calls to the teacher concerned.
5. The Principal is to be informed of any emerging truancy and unexplained absences.
6. If, after contact by the Principal, there is still an issue, the Attendance Officer will be contacted and any other agencies if required.
7. The Principal will provide a truancy status report on any current or possible causes of truancy and the action taken by the school staff.

SUSPENSION OF STUDENTS

RATIONALE

Students and staff at the school have the right to work in a safe, secure learning environment without being subjected to harmful or dangerous examples of gross misconduct or continual disobedience.

GUIDELINES

- Under Section 14 of the *Education Act*, the Principal of a state school may stand-down or suspend a student if satisfied on reasonable grounds that:
 - a) The student’s gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school; or
 - b) Because of the student’s behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood-down or suspended for an unspecified period.
- Immediately after a student is stood-down under section 14, the Principal must tell the secretary of education and a parent of the student:
 - a) That the student has been stood-down; and
 - b) The reasons for the Principal’s decision; and
 - c) The period for which the student has been stood-down.
- Immediately after a student is suspended under section 14, the Principal must tell the Board, the Secretary of Education and a parent of the student:
 - a) That the student has been suspended; and
 - b) The reasons for the Principal’s decision.
- **The Principal and Board will follow standard procedures as stated in the *Ministry’s Guidelines booklet*.**

The current ***MOE Guidelines for Principals and Board of Trustees on Stand-Downs, Suspensions, Exclusions and Expulsions will be followed.***
The sections on *Legal Options / Duties and Good Practice* will be followed.

WITHDRAWAL PROCEDURES

- The office will notify classroom teachers when requests for records have been received.
- Once this has occurred, the marking of the roll is to discontinue. The student is deleted from the roll and the term and year totals filled in. Last day of attendance is the date the student was last at school. Note on the comments column in the register the school the student is to be attending.

A student who has twenty (20) consecutive days absent needs to be withdrawn from the school roll.

(Also refer to Section 2.10 Administration & Management)

Review Responsibility: *Principal, DP, BOT Staff Rep. & Office Manager (Attendance Officer)*

Date confirmed: 30 September 2021

Principal: