



## **ABSENCE – ATTENDANCE NOTIFICATION PROCEDURE**

### **RATIONALE**

It is desirable to have all students attend classes to maximise learning, to encourage attendance and to discourage unexplained absences.

The Board, under *Section 31 of the Education Act*, is responsible for taking “all reasonable steps to ensure the attendance of students enrolled at its school”.

Students will receive maximum learning through regular attendance, and their safety is assured through knowledge of their whereabouts.

### **PURPOSES**

1. To ensure that the whereabouts and safety of students is known at all times. To monitor attendance of each student and to note patterns of non-attendance
2. To ensure that school attendance is effectively monitored.
3. To respond appropriately and without delay to attendance problems.
4. It is important for the peace of mind of parents and teachers that both parties are aware when a child is not going to attend school that day.
5. To have a record of attendance and non-attendance for legal purposes
6. To establish a total school roll for purposes of staffing and funding

### **GUIDELINES**

1. Parents are to contact the school to explain absences of their children before the day of the absence or by 9.10am on the day of the absence.
2. Contact with parents will be made to follow up any unexplained absences.
3. Attendance at school will be monitored daily.
4. The Principal is responsible to ensure that patterns of absence are identified and appropriately dealt with.
5. The Principal takes appropriate action when students are identified as truant and will provide a truancy status report to the Board on any current or possible cases of truancy and the action taken by the school staff.
6. The school will liaise with other agencies to follow up consistent unexplained absences (eg Attendance Officer, Public Health Nurse,).
7. The school monitors attendance using the electronic roll, provided by eTAP.
8. A check should be made of morning and afternoon attendance using the school’s student management system - eTAP.

9. Withdrawals will be recorded.
10. Unexplained absences shall be referred for investigation.

### **ATTENDANCE PROCEDURES**

1. The class attendance register is to be checked at 9.00 am and again after lunch daily.
2. Parents are to inform the school about the reason for their child's absence prior to 9.10 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 eTAP.
4. The office manager will check the online attendance register by 9:30 each morning, and if a child is absent and no contact has been made with the school to explain the absence, she will make contact with the family and update the register. If families are unable to be contacted, the child will be marked 'T' - truant.
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/Truancy Officer will be contacted and any other agencies if required.
7. The Principal will file and provide the Board with a truancy status report on any current or possible causes of truancy and the action taken by the school staff.

### **STAND-DOWNS, SUSPENSIONS AND WITHDRAWALS**

- These shall be made in accordance with the current *Ministry of Education* regulations and guidelines.
- Deal with potential suspensions and stand-downs as appropriate.  
***(Also Refer to Section 6.08 for greater procedural detail)***

**Review Responsibility: *Principal & Office Manager***

**Date confirmed: 9 November 2020**

**Principal: *Karla Mitchell***