

## 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 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 and 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:
	1. discussion with the student and their parents/caregivers plus imposition of appropriate penalties
	2. monitoring over subsequent weeks
	3. a letter from the school in the event of further concerns
	4. 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 *Ministry for Vulnerable Children Oranga Toa (MVCOT)* 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.

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| Attendance Procedures1. The class electronic attendance register is to be marked by 9.00 am and again by 1:30 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 eTap.
4. If a child is absent and no contact has been made with the school to explain the absence, the school secretary, after checking the attendance on eTap, will make contact with families by 9:30am. The secretary is to pass on the findings 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.
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# 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.

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**WITHDRAWAL PROCEDURES**

* The office will notify classroom teachers when requests for records have been received.
* Once this has occurred, the student is to be removed from eTap. Last day of attendance is the date the student was last at school. Note in the ENROL entry the new school the student will be attending.
* Student possessions are to be returned to the office promptly.
* **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: ………………………………………………………………...**

**Principal: …………………………………………………………………………….**