



GUIDELINES FOR ATTENDANCE Policy 6 Guideline 1

RATIONALE

Every child from the age of 6 until 16 years is required by law: (a) to be enrolled at a registered school ('School'), and (b) to attend such school (unless legitimately absent). The advancement and development of students is best achieved by their regular attendance. During school hours the School is responsible for the well being of each attending student.

PURPOSE of GUIDELINES

To promote the regular attendance of enrolled students and to manage non-attendance.

GUIDELINES

1. Parents / caregivers are to be informed they must notify the School at the earliest opportunity (preferably before 8.30am) of any student's absence. Reasons for absence must be given so that accurate records can be kept on the Student Management System. The expected length of absence is also required.
2. Each classroom teacher calls the roll twice a day. This is as soon as possible after the 8.50am bell and as soon as possible after the lunch break.
3. When a student is absent and no notification has been received, the School will make reasonable efforts to contact parents/caregivers to inform them of the non-arrival of their child.
4. A record will be kept of a student's late arrival at School.
5. Prolonged or repeated absences will result in investigation by the Principal and if necessary, the Truancy Office.
6. In cases of chronic absenteeism, and where the Principal deems that external professional advice and assistance is required, the procedures published by the Ministry of Education and the Children and Young People service of the Ministry of Social Development should be followed.
7. When a case of absenteeism is to be referred to outside agencies, the Principal will advise the Chairperson of the Board of Trustees.
8. Through the Student Management System all records of student attendance are available to the Ministry of Education.
9. Parents are formally informed of their children's attendance on their end of year written reports.