

## ATTENDANCE

### **RATIONALE:**

Student attendance has a significant influence on student engagement and achievement. From the age of six years there is a legal requirement for children to attend school. Parents are responsible for enrolling their children and ensuring they attend regularly (SS 20 and 24 Education Act 1989). Parents also have a responsibility to communicate effectively with the school when their child is not at school.

### **PURPOSES:**

- To ensure the school is meeting the legal requirements governing the enrolment of students, records of attendance, archiving of records, audit requirements and hours of instruction.
- To ensure all enrolled students are accounted for during the school day. • To ensure that attendance is monitored and that the school has set procedures to follow.
- To ensure students are accounted for when transferring to another school.

### School Hours:

- The school is 'open for instruction' 394 half days per year (or as otherwise advised by MOE), with daily time intervals of 9.00 – **10.30am**, **10.55am – 12.30pm** and **1.30 – 3.00pm**.

### **DAILY ATTENDANCE PROCESSES:**

- Teachers record student attendance on eTap at 9am and 1.30pm daily. If the network/internet is down, teachers will be given a paper register to complete and return to the office.
- Teachers will mark a present student as 'P' and an absent student marked as '?'. • Office staff will check all '?' and record the reason for each absence, using the appropriate attendance code.
- If students are on trips, paper registers may be used and the office will be informed as to the attendance of the students involved. Teachers may also use the eTap app on their mobile phones.

### Relieving Teachers:

- Relieving Teachers will be issued a paper register to complete and send back to the office.

### If the roll is not marked:

- If the eTap roll has not been completed the office will send a runner (pupil host) to that classroom asking them to complete the roll.

### Parent Responsibilities:

- Parents are responsible for notifying the office of student absences. This is done by phone, text message, face to face, written note or email, either before or on the day of absence.

- The notification must include; the student's name, room number, date of absence and reason for absence.
- Parents may take their children out during the school day (e.g. for appointments) via prior arrangement with the classroom teacher. Students must be signed out by parents/caregivers on collection at the office. Children are not permitted to wait at the school gate. When/if the student returns to school later in the day, the student is required to sign back in at the school office.
- Impending absences: Parents/caregivers need to advise the school of any impending absence ahead of time. For special family occasions or trips, this is indicated through the completion of the "Student Leave Form". These will be coded at the Principal's discretion.

#### Contacting parents of absent students:

- Office staff will contact parents/caregivers if the school has not been informed of the reason for being absent. This contact will be made as soon as possible. • Contact will be made by phone or text to determine the reason for non-attendance. • If no contact can be made, a message will be left if possible, and then the second contact number will be called. If no contact can be made, office staff will continue to make calls. This process will be recorded by office staff.
- When an explanation is received, the office staff will enter the appropriate code into eTap.
- If no satisfactory explanation for an absence has been received by the school, the absence will be recorded as 'truant'. Parents will be informed of this action. If a satisfactory explanation is subsequently received then the coding of the absence will be changed.

#### Late Students:

- Students who are late to school need to report directly to the office to inform them of their arrival and fill in the 'late book'. They will be given a late slip demonstrating that they have signed in. If late students go directly to class and do not have a yellow late slip, the teacher will send them to report at the office.
- Office staff will record the lateness in the eTap register using the "L" code.

#### Students found to be missing during the school day:

- If a student is found to be absent without explanation during the course of the school day, it is first and foremost a personal safety issue before being an attendance issue. • Teachers must notify the school office immediately and available personnel will conduct a search of the school property and/or surrounding area.
- Office staff will contact the parents/caregivers if the child cannot be located within 15 minutes.
- Senior staff available will form an action plan with parents.

#### SCHOOL REPORTS AND INDIVIDUAL RECORDS:

- Teachers will record attendance and punctuality on student's reports bi-annually.

#### OTHER LEARNING FACILITIES:

- In the case of a student who is engaging in learning that is taking place, not under the

direct supervision of the school, the Principal will use his/her discretion to decide how this absence is coded. Each case will be taken on its merits.

#### PROVIDING SCHOOL WORK FOR ABSENT STUDENTS:

- Teachers are not obliged to provide instructional material for children absent from school, but may do so on a 'case by case' discretionary basis or on advice from the Principal.

#### PROCESSES FOR EXCESSIVE ABSENTEEISM AND LATENESS:

• The Deputy Principal is responsible for ensuring school procedures, information on attendance and absence protocols are up to date and available to parents through the school information booklet / website.

- If trends are noticed in student absences and / or lateness, then a notice about the issue(s) will be put in the school newsletter by the Principal or Deputy Principal.
- Classroom Teachers and Office Staff will keep the Deputy Principal abreast of arising patterns of poor attendance, unexplained absences and / or n going lateness arise . In addition, the DP will also conduct a review of data from eTap each term. Any student with attendance below **85%** or lateness of **10%** will be followed up on.
- Although each case will be dealt with on its individual circumstances, the following actions outline the generic process used:

##### o Action 1: Communicating with parents

The school will act on concerns regarding student attendance and punctuality by firstly communicating with parents. This is usually either the class teacher or the Deputy Principal.

##### o Action 2: Attendance Monitoring Register

An *Attendance Monitoring Register* and *Lateness Monitoring Register* on eTap will be kept by the Deputy Principal. Students with ongoing issues will be placed on this register. The DP will check in with the teachers regularly to monitor students on the register and ascertain which students are an on-going cause for concern.

##### o Action 3: First letter to Parents

If a student's absenteeism is excessive or punctuality is poor, causing an concern, parents/caregivers will be notified in writing by the Deputy Principal.

##### o Action 4: Second letter to Parents

If a student's absenteeism/punctuality has not been addressed or if problems re-emerge the parent/caregivers will receive a second letter from the Deputy Principal. As well as reinforcing the urgent need to rectify attendance issues and contact the school, this secondary letter also outlines community services/agencies which parents may contact for assistance.

##### o Action 5: Engaging Truancy and/or other agencies:

If excessive absenteeism or lateness continues or communication between home and school is not effective, a meeting will be called, where the option of a truancy agency referral will be raised. Te Roopu Awhina is the agency contracted to the MOE and engaged through ENROL.

- o Other outside agencies will be contacted for assistance where required.

#### TRUANCY:

- For the purpose of acting on cases of truancy, Paraparaumu Beach School defines truancy as persistent failure to attend school, unjustified absence from school and/or continually poor punctuality. Poor communication on behalf of the parents / caregivers is often present.

#### STUDENT TRANSFERS:

- When a student transfers to another school the office staff must withdraw a student from ENROL within 5 days of their last day of attendance. A student must be registered on ENROL within 5 days of their first day of attendance at a new school. If a student does not enrol at a new school within 20 days the school will be instructed to complete an online NETS form (through ENROL).
- Classroom teachers are responsible for ensuring the school office receives the relevant student records to send onto the next school.

#### EMERGENCY EVACUATION - ROLL CALL:

- During an evacuation, the office staff will take emergency box containing class rolls, the daily absence list (which is called “Pupils not physically at the school’ on aTap, the late book, the sign in and out book and the visitors book to the assembly point. This will act as a back-up roll call for any teacher unable to grab their emergency folder. If a student is unaccounted for, the teacher will inform the Principal. The Principal will then ask the office Office staff to cross check absent students through eTap (if mobile access is available) and / or other documents.

#### ARCHIVING OF ELECTRONIC ATTENDANCE REGISTERS:

- At the end of each year office staff will print out a hardcopy print out of the summary pages for each class. These will be filed annually and held in archives for 7 years.

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