



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

Attendance Policy:

RATIONALE:

Pukekohe North School has a commitment to providing quality education to all pupils and to ensure each child makes sufficient annual progress. To this end, we expect every child to attend school regularly in compliance with the Education Act.

Purposes:

1. To ensure teachers keep accurate electronic attendance data on each child
2. Attendance Registers are Official Documents and can be called for during court cases
3. To provide teachers with clear guidelines when dealing with absenteeism and truancy.
4. To ensure, depending upon personal circumstances, that all students attend school for at least 90% of each school term.

Guidelines:

1. Parents are requested to notify the school if their child is absent from school. Preferably before 9.00.a.m. and this should be followed up by a supporting note when the child returns to school.

Correspondence will be recorded on our E-TAP Attendance Register by Office Staff, who note the reason for the absences.

2. If a child is absent without explanation the Office Staff will send an E-TaP text / or make a phone call to the child's whanau requesting clarification for the absence.

This will maintain each pupil's personal safety. If there is no reply, and the School Leadership Team has any concern about the absence, an emergency contact number will be tried. This will be done within the first hour of our normal school day.

3. Classroom Attendance registers will be kept via our Student Management System - ETAP. (Teachers will also keep a paper version in their classrooms – this will allow staff to take a paper roll outside in case of a school trip or event or in an emergency drill / situation.)
4. Teachers will mark their rolls twice daily by **9.00.a.m.** and by **1.45.p.m** as follows:

Present	Unjustified Absence	Justified Absence
School Code	Explanation	Rolls Marked
?	Initial entry as the student is not in class and the reason is unknown. It will be edited as more information comes to hand.	
P	Present. The student is in his / her regular class	
L	Late. This is anyone not in class by 8.50.a.m.	
S	Sickbay. The child is at school, just not in their regular class.	
D	Dental / Doctor Visits allowable but documentation should follow.	
E	The student is absent and explained but not justified	
M	Student is absent for medical reasons.	
J	The reason for absence is within school policy	

T	No information provided or the excuse is trivial	
G	Holiday in or out of NZ during school time is unjustified.	
H	Attending Health Camp	
U	Student is stood down or Suspended	
F	Attending Off Site course / class (Pandemic)	

5. Relief Teachers will be supplied with a paper version of the roll so that Office Staff can record attendance electronically at a later date.
6. Unacceptable absences at Pukekohe North School are seen as a total of 3 accumulated days' **unexplained absence** in any Term.
7. The Principal has been designated by the Board of Trustees to act as our Attendance Officer and as such is able to collect and transport children to school.
8. Unacceptable absence patterns will be followed up with an intervention by the Principal
9. The Principal will make at least two (2) interventions with the whanu of the absent student to try and organise the child's return to school and a regular pattern of attendance.
10. This will include initially a letter sent to the student's home and secondly a visit by the Principal, Social Worker in Schools or Public Health Teams to the family home.
11. Should action 10 not be successful, The Franklin Truancy Team will be contacted to assist the process of returning the child to school.
12. The Principal will seek at least two (2) Franklin Truancy Team interventions to assist the student to regular attendance patterns
13. Should actions 9-12 not be successful, Pukekohe North School will inform the Community Youth Officer arm of the NZ Police to intervene.

Pukekohe North School Practices:

10. Satisfactory attendance will be a pre-requisite of selection for special in-school programmes such as Reading Recovery.

11. Pupils uplifted by Parents /whanau or Care-Givers during school times, will call at the school office and sign the child(ren) out in the register kept at the front desk.

Office staff will then call for the child via the School Public Address System and request the child is sent to the office.

12. Upon returning children back to school, the Parent or Care-Giver will sign the child back into school at the School Office.

13. The Principal will report School Wide Attendance patterns once a Term to the Board of Trustees.

14. Excellent Attendance at Pukekohe North School is missing no more than 10 school days per year.

371 half days = 185.5 whole days = 95% Attendance

Satisfactory attendance allows up to 20 days absence per year.

351 half days = 175.5 whole days = 90% Attendance rate

A child having more than 21 days away in total from School without justification is unsatisfactory.

The Attendance Register will:

- a) List children by Surname and Christian name in alphabetical order.
- b) Boys will be listed first in descending order of Year level.
- c) Record Year Classification and Ages as of January 1. (Years and Months)
- d) Mark the roll twice daily for the two sessions we are open per day.
- e) Record attendance in half days.
- f) A child suspended from school will be marked as absent.
- g) If a child records 10 consecutive unexplained days of absence, they are to be removed from the roll and the Ministry of Education will be informed via ENROL. (

Unless the child is on a notified extended absence such as a Health Camp Day or trip Overseas)

Conclusion.

Consistent daily monitoring of attendance protects pupils' safety and maintains continuity in the learning process and programming.

Review April 2020

Next Review April 2022