



Attendance Management Policy

Rationale

Every child has the right to an education. In New Zealand it is compulsory for every child to attend school from the age of 6 years. Both parents and the school have a responsibility to ensure children are not only enrolled but are regularly attending school from this age. It is a child's right however, to attend school from 5 years of age.

Purposes

1. To ensure that the school is meeting the legal requirements governing;
 - Enrolment
 - Recording attendance
 - The Archiving of records
 - Audit requirements
 - Hours of instruction
 - To assist students with attending school on a regular basis.
2. To ensure attendance is monitored and that the school has set procedures in place to follow up on non-attendance or irregular attendance.
3. To ensure students are accounted for whilst in the care of the school. To give students the opportunity to develop valuable life skills such as the importance of being punctual for example.

Guidelines

1. Student attendance will be recorded twice daily.
2. Attendance information will be submitted electronically using the Student Management System (SMS) and reasons for absence recorded using the Ministry of Education Attendance Codes outlined in Appendix 2.
3. Classroom teachers will be responsible for marking the roll with Administration Staff following up on any unexplained absences on behalf of the classroom teachers.
4. Administration Staff in conjunction with the Principal will manage the eAR (Electronic Attendance Register) and be responsible for both Audit requirements and the archiving of attendance records.
5. The Principal is to ensure that parents/caregivers are advised of the school's Attendance Management Policy, the expectations of the school and the Ministry of Education protocols which govern attendance and non-attendance.
6. Parents are requested to advise the school of any absences as soon as possible according to protocols outlined in Appendix 1.
7. Students may be taken out of school during the course of the school day by parents/caregivers with prior arrangement with the school office in accordance with protocols outlined in Appendix 1. The school day can be defined as being from 8.45am until 3.00pm.
8. The Attendance Management Policy will be posted on the school website and will be included in all new Enrolment information so that parents of new students are aware of the expectations of the school, the policies and protocols.
9. A reminder notice about the Attendance Management Policy will be placed in the school newsletter at least once a year.

Approved: BOT

Date: TBA



Appendix 1

ATTENDANCE/NON-ATTENDANCE PROTOCOLS AND PROCEDURES

1. Recording Attendance

- a) Student attendance will be recorded twice daily, at the beginning of class in the morning (8.45am) and the beginning of class in the afternoon (1.30pm)
- b) The Classroom Teacher will mark the roll electronically using the Student Management System (Edge) or manually on a pre-populated roll, if the SMS is unavailable.
- c) Relieving teachers will be required to record attendance of a pre-populated roll provided to them by Administration Staff.
- d) Any student's not present will be marked with a "?" if the reason for the absence is not known. The Administration Staff will make contact with the parent/caregiver to ascertain the reason for the absence.

2. Late Arrival

Students arriving at school after 8.45am are considered 'late' and must report to the school office to sign-in. Upon signing in, the student will be given a late pass and must present it to their classroom teacher upon arrival.

3. Advising an Absence

Whenever possible, parents/caregivers are encouraged to advise the school (in advance where possible) of an impending absence by way of one of the following methods;

- a) A phone call to the school (849-3734)
- b) A voice message left on the school's office voicemail
- c) Face to face
- d) Email (preferably to admin@spc.ac.nz)
- e) Text to the School Text Line (022-1566-171)
- f) A hand-written note to the office staff

The communication needs to advise;

- a) The student's name
- b) The date of the absence
- c) The reason for the absence

4. Leaving school during the school day

If a student is required to leave school during the course of the school day, the parent/caregiver should report to the school office in the first instance to sign the student out. A member of the Administration staff will contact the classroom teacher to call for the student to come to the office to meet the parent/caregiver.

Upon returning to school during a period of absence during the course of the school day, the parent/caregiver should return to the office with the student to sign the student in.

5. Unexplained Absences

If a student is absent from school with no explanation and all reasonable attempts have been made to make contact with the parent/caregiver and no contact has been received as to the reason why the student is absent, after 5 days the student's "Unexplained and Unjustified" Attendance code will automatically revert to the Attendance code "Truant". However, this can be amended retrospectively.



SAINT PETER CHANEL CATHOLIC SCHOOL

5 VARDON ROAD, TE RAPA
HAMILTON 3200
TELEPHONE 07-849 3734
FACSIMILE 07-849 4183
EMAIL admin@spc.ac.nz
www.spc.ac.nz

6. Escalation Points

If a student is consistently absent from school without sufficient justification, the school will ask to meet with the parents/caregivers to discuss.

7. Attendance Targets

The school will be active in attempting to reach pre-determined attendance levels.



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Appendix 2

Ministry of Education Attendance Codes 2015 used by St Peter Chanel Catholic School

MOE Code:	Meaning:	Attendance:	Description:
P	Present	Present	
L	Late	Late for class	The student is late to class.
M	Medical	Absent	The school has been advised that the student is not at school for medical reasons.
G	Holiday in Term Time	Absent	The school has been advised that the student is not at school due to being on holiday.
?	Unknown	Not in class	The school is not aware why the student is not in attendance. This is a temporary code to be used until contact is made with the parent/caregiver.
D	Doctor/Dentist	Absent	The school has been advised that the student is not at school as they are attending a medical/dental appointment.
E	Explained but Unjustified	Absent	The school has been advised that the student is not at school but the reason surrounding the non-attendance is not justified according to the MOE guidelines.
J	Justified	Absent	The school has been advised that the student is not at school but the reason surround the non-attendance is justified according to the MOE guidelines.

Classifying Absence

Justified Absence	Unjustified Absence
Cultural or sporting representation	
Overseas	
Bereavement	
Accessibility to school (for example; road closures, flooding, bus breakdowns, car accident, flood, fire)	
Exceptional Family Circumstances	