

TIRIMOANA SCHOOL
MONITORING OF PUPIL'S ATTENDANCES
AND ABSENCES FROM SCHOOL POLICY

RATIONALE:

This school expects all children enrolled to attend on days when the school is open for instruction, unless a specific reason is provided.

This school acknowledges its responsibilities in ensuring accurate attendance records and check-safe procedures are adhered to so that children's whereabouts and safety during school hours can be monitored.

PURPOSES:

1. To establish expected pupil attendance requirements at school in line with MOE guidelines.
2. To establish a check-safe procedure for monitoring children's attendance and absence from school.
3. To determine appropriate exemptions from attendance at school for specific reasons.
4. To establish procedures for the daily recording of student attendance and absences.

GUIDELINES:

1. **Responsibilities:**
 - The BOT will each year set term dates and number of days the school will be open for instruction, in accordance with MOE Guidelines.
 - The school will be responsible for ensuring that all children who regularly attend school are accounted for each school day, either by being recorded as present on the attendance register or have established a valid explanation for absence on the Electronic Register or on an authorized paper roll, whenever the electronic register is unavailable.
 - The BOT, through the Principal, will each year set guidelines for the MOE approved monitoring of pupil attendance and absences. These will include correct use of absentee codes.
 - The Principal will report to the BOT on pupil attendance/absences and will provide an annual report to the Board on stand downs, suspensions, exclusions, and expulsions of children.
2. **School Hours:**

The BOT requires all children to attend school between the hours of 9am and 3pm, unless approval for exemption has been negotiated with the parents/caregivers.
3. **Attendance:**

Attendance for each student will be recorded twice daily, by 9.30am in the morning and at 1.40pm in the afternoon.
4. **Planned Absences:**
 - The BOT expects all planned absences to be explained in advance by parents/caregivers either in a letter, or in discussion with the Principal.
 - Leave of exemption for all absences apart from illness or family bereavement should be requested to the Principal.
5. **Long Absences:**

Any absence of over twenty school days must have a written explanation in advance to the Principal. This will be filed.
6. **Truancy:** The school will, if necessary, seek the support of the MOE appointed attendance and truancy service.
7. **Late Arrivals:**
 - All children arriving after 9am must report to the school office before going to their class or be sent to the school office by the classroom teacher.
 - Regular lateness in attending school will be considered an attendance problem which the BOT or their appointed representatives will seek to resolve with the family.
8. **Leaving Early:**

All parents picking up children before 3pm must report to the school office and get a withdrawal slip. This is given to the class teacher.

CONCLUSION:

Ensuring satisfactory attendance at school is a joint responsibility of parents/caregivers and the school.