



TIRIMOANA SCHOOL

MONITORING OF LEARNERS ATTENDANCES AND ABSENCES POLICY

RATIONALE:

The Board expects all children enrolled to attend on days when the school is open for instruction unless a specific reason is provided. The Board 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 Board 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 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 Board on pupil attendance/absences, stand downs, suspensions, and exclusions.
 - The school submits attendance data each term to MOE Education Counts. Education Counts provides analysed data on school attendance which is shared with the Board.
2. **School Hours:**

The Board 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 learner will be recorded twice daily by 9.30am and by 1.40pm.
4. **Transitional Attendance:** The Board authorizes the principal to negotiate transition to school for learners who would benefit from this, in collaboration with parents and whanau, with the aim of an agreed plan for full attendance as soon as practicable.
5. **Long Absences:**

Any planned absence of over five school days must have a written explanation in advance to the principal.

Absences due to illness of over ten school days require a medical note of explanation.
6. **Truancy:** The school will, if necessary, seek the support of the MOE Attendance and Truancy service.
7. **Late Arrivals:**
 - All children arriving after 9am must report to the school office to sign in and to receive a late pass before going to their class.
 - Regular lateness in attending school will be considered an attendance problem which the Board or their appointed representatives will seek to resolve with the family.

NELP Objective 1: Priorities: 1 & 2, Objective 2: Priorities 3 & 4

Policies: 31

Review Date: September

21/09/2022

8. Leaving Early:

All parents picking up children before 3pm must report to the school office to sign their child out of the school grounds. A withdrawal slip is given to the class teacher.

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CONCLUSION:

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