



# 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 the 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.
- Attendance data is directly accessed by the MOE as part of nationwide monitoring of school attendance. The MoE 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 four school days may 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 on the vistab 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.

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

**Policies: 31**

**Review Date: September**

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### 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 if the parent comes to the classroom.

#### **CONCLUSION:**

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

### **Ministry of Education Attendance Codes**

<b>School Code</b>	<b>Attendance/ Absence type</b>	<b>Explanations</b> – The following explanations are provided as common reasons why a student may be absent from school.
<b>P</b>	<b>Present</b>	Student is in their regular class
<b>L</b>	Student is late to class	School policy will determine when this code is used. Note this code does not contribute to the student's or school's absence or truancy rate.
<b>F</b>	Not in class	The student is not in class but is on a legitimate off-site school-based course. Also used where student is known to be learning from home (for example, during lockdown).
<b>Justified Absence (J)</b>		
<b>M</b>	Not in class	Student absent due to short-term illness/medical reasons Student is at home, or in hospital, because of illness or other medical reason. Depending on school policy a medical certificate may be requested for prolonged illness. (After 4 days)
<b>J</b>	Not in class Justified absence – the reason is within the school policy	Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions etc Planned non-attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas. Approved absence (also overseas) including bereavement, visiting an ill relative, exceptional family circumstances or a Section 27.
<b>U</b>	Not in class	Student is Stood down or Suspended Student is Stood Down or suspended according the conditions of Section 14 of the Education Act 1989.
<b>Unjustified Absence (U)</b>		
<b>T</b>	Not in class	No information provided – truant (or throw-away explanation) An absence where either no information is provided, or the explanation is trivial (throw-away)
<b>E</b>	Not in class Student is absent. The reason is Explained, but Unjustified.	The explanation for the absence is accepted by the school as the reason for the absence. But the reason does not fit within the school's policy as a justifiable reason to take the student off school. (Even though the parents may consider the absence was justified and may have provided a written explanation) e.g. "Molly had to stay home to look after her younger brother". For New Zealand and overseas holidays use code "G".
<b>G</b>	Not in class Holiday during term time	When a student is on a New Zealand or overseas holiday during the school term, the absence is unjustified. A parent's note does not provide justification.
<b>?</b>	Not in class Unknown reason	(A temporary code) This is the initial entry for a student not in class and the reason is unknown. It will be edited as relevant information becomes available about the reason for the absence.

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