



# Timaru Christian School Procedures

## LR2 – Attendance and Truancy

### Student Absence

The Education Act, 1989, requires that all children six years old and over must attend school. The principal is accountable to the Ministry of Education for the daily attendance of all students listed on the school admission register. To monitor the attendance of students the school must:

Responsibility:	Action
School	1. Advise, and regularly remind parents, of the need to contact school when their child is away.
Parent/caregiver	2. Contact the school before 9:00 am to report their child's absence that day, and send a note to the teacher when the child returns to school.
<hr/> <p>Note: Absences are unjustified unless the child is too sick to attend school, or has suffered a bereavement.</p> <hr/> <p>Parents must also keep the school advised of any changes to their contact phone numbers.</p> <p>If a child is away due to sickness for more than 3 days in a row, a medical certificate must be sent to the school upon their return.</p>	
Teachers	3. Complete the attendance register and use it to manage patterns of absence.
<p>Teachers receive notes on the child's return, and send to the office to be recorded on Assembly.</p>	

Justified	Unjustified
<ul style="list-style-type: none"> <li>● Sickness</li> <li>● Doctor's appointment Dentist appointment</li> <li>● Specialist appointment</li> <li>● Funeral</li> <li>● Visiting your families who are based overseas</li> <li>● Sporting representative</li> <li>● Cultural representative</li> <li>● Extreme weather events</li> <li>● Alternative Education eg health school, correspondence school</li> <li>● Justice/Court proceedings</li> <li>● Exams</li> <li>● Representative sports and cultural events.</li> </ul>	<ul style="list-style-type: none"> <li>● Family holiday within New Zealand</li> <li>● Family holiday overseas (not including visiting to home country or visiting family)</li> <li>● Birthday celebrations</li> <li>● Recovering from weekend activities</li> <li>● Lack of transport</li> </ul>

Date of last review: Term 3, 2016  
 Date of next review: Term 4, 2018

Signed \_\_\_\_\_



# Timaru Christian School Procedures

## Illness

- Office staff must inform classroom teachers of any students who go home sick, and the absences recorded onto Assembly.

## Reporting Unacceptable Levels of Absence

- The classroom teacher and the secretary are responsible for alerting the principal if any student has an unacceptable level of absence (10 half-days per term).
- The principal will then follow up the attendance after discussion with the classroom teacher and the secretary.
- If the school cannot satisfactorily deal with a child's irregular attendance, the case will be referred to the District Truancy Officer.

## Attendance Register

Attendance registers are official legal documents, audited regularly by the Ministry of Education. Recording attendance electronically highlights patterns of attendance that can then be appropriately managed.

Follow this process to record attendance:

### Responsibility: Action

Classroom teachers	1 Open Assembly as soon as you arrive at school in the morning, and leave it open all day.  2 By 9:15 am, record and save attendance information in Assembly: <ul style="list-style-type: none"><li>▶ Record children who arrive between 9:00 - 9:15 am as L (for late).</li><li>▶ Send late children to the secretary to inform her of arrival.</li><li>▶ Record children who are absent for an unknown reason with a question mark (?). The secretary will change this later if the reason is established.</li><li>▶ Record children who are absent for a known reason with the appropriate code: M for medical, J for justified absence, E for explained but unjustified reason, D for dental/medical appointment, or O for overseas holiday. The secretary will then know that there is no need to follow up.</li></ul>
School secretary	3 At 9:15 am, check absences room by room, and change codes after following up any children who are un-notified absent. Ring all provided contact numbers listed for the student. If contact is not made, the calls are logged and the process is complete.  4 By 9:15am, record all class absences in the emergency evacuation folder. Keep this in the office.
Classroom teachers	5 At the beginning of the afternoon teaching session, record and save attendance information in Assembly as described above.

Date of last review: Term 3, 2016  
Date of next review: Term 4, 2018

Signed \_\_\_\_\_



# Timaru Christian School Procedures

## **Sending Students Home/Early Release**

No student may leave the school during school hours except by special arrangement, for example, a parent request (verbal or written) for the student to attend a medical appointment.

If a student becomes ill at school, follow the procedure for sending sick students home.

All teachers must comply with the standard bell time schedule. Students should be in a class supervision situation until they are formally released at the bell time.