



5.8 Attendance/ absences

At Parnell District School we promote regular and punctual attendance of all students in their class, every school day. " Student attendance, along with effective teaching has the greatest influence on engagement and achievement".

Attendance is compulsory for New Zealand citizens and residents aged between 6-16 years. Students are required to attend whenever the school is open (Section 31 of the Education Act 1989).

Guidelines

1. The Board of Trustees will take all reasonable steps to ensure the attendance of students at Parnell District School meets legislative requirements
2. School staff will work in partnership with parents/caregivers/whanau to ensure regular attendance.
3. Parents must advise the school if their child is absent and the reason why. If not notified, the school office will seek to contact parents to verify the absence.
4. Children over 6 may not be kept out of school unless they are sick.
5. Parents must advise in writing if a child is to be absent for more than 3 days.
6. The school cannot give permission for holidays in school time. Parents withdrawing their children for prolonged periods (e.g. overseas travel) should write/email the principal stating their intent. In the case of a lengthy absence, parents and teachers will agree on educational outcomes for that period of time.
7. The school does not encourage parents to make appointments in school time or arrange travel in term times.
8. Parents should sign out their children at the office if they are going to an out of school appointment.
9. The school will electronically record and monitor daily attendance, punctuality through the marking of attendance registers. The school procedures for using this are clearly and fully explained in the Staff Handbook. Children should be at school by 9am and 2pm when the attendance is marked. If they are not there at these times they are considered late/ absent. Late comers need to report to the office to be entered on the register electronically.
10. Action for consistent non-attendance will include contacting the parents directly, and where necessary the Auckland Education Truancy Services.
11. The school will keep the Ministry of Education's ENROL national database up-to-date.
12. The school will advertise term dates in the newsletter/ website
13. The school will carry out an analysis of attendance data to establish attendance patterns. At Parnell, where attendance is generally very good, this is likely to be to look at individual children's attendance rather than cohorts or groups of children

ELECTRONIC ATTENDANCE REGISTERS

1. Teachers will mark students absent or present in the register twice a day **9.00-9.30 and by 2pm**
2. Where a teacher is absent, the class will receive a paper class list which is to be returned to the office in the above time frame.
3. All absences must be appropriately coded in the SMS.
4. All unexplained absences must be followed up and reported to parents and caregivers as soon as possible.
5. As soon as an unexplained absence is resolved, the SMS must be updated with the appropriate code.
6. School management must follow up instances where attendance is not marked by the responsible teachers and address the matter in an appropriate and timely manner.
7. All continuous unexplained absences longer than 20 consecutive school days must be dealt with in accordance with the Regulations.
8. There must be reliable and effective methods of identifying those students who should be present in the school in the event of an emergency evacuation.

Ministry Codes for absences on electronic registers are

S = that the student is not in class but on a legitimate school-based activity

J = that the student is not in class - absence justified (Ref 1998/48 Circular)

F = that the student is not in class but in an approved environment in which the school is entitled to be funded with the required supporting documentation

U = that the student is not in class - absence unjustified

P = that the student is present for tuition in class

N = On School Roll but funded somewhere else

Rules for Truancy Codes

J = Justified Absence

U = Unjustified Absence

P = Present

O = Overseas Holiday