

ATTENDANCE PROCEDURES

- Rationale**
- Raising achievement levels of all students
 - Good attendance is a vital aspect of success.
 - Ministry requirement – Accurate records are required when dealing with parents, RockOn etc.

Every day will start with a roll call in form time: Mon, Thu and Fri for first 10 minutes of the day, Tue & Wed for first 20 mins of the school day. If a form teacher is away, a Dean, or a reliever will take the roll.

Parents should notify the school on the day the student is absent. If a student is absent for several days, then on returning to school the student should take a note to the office or form teacher explaining the absence.

If a student is away sick for 3 or more consecutive days, or more than 20 cumulative days a medical certificate is required.

If parents wish to take their child out of school during school time they must apply in writing to the principal before the event. This absence may be Justified or Unjustified depending on the reason for the absence and the length of time the student is to be absent.

If students are absent for any reason other than illness, bereavement or with the Principal's permission, then the absence will be regarded as Unjustified.

If an unjustified absence is not "explained" by a parent the form teacher will issue an absence detention.

If a student misses an NCEA assessment due to an Unjustified absence they will not get an opportunity to sit the assessment. They may however sit the assessment if there is a further assessment opportunity. If a student misses an NCEA assessment due to a Justified absence they can apply for an extension or an alternative assessment date.

Students who have an attendance rate below 90% will not automatically be allowed to participate in non-curriculum activities that take place during school time. They may however, by negotiation with the dean and deputy principal be allowed to participate in the activity if they can show that their absences were for legitimate reasons.

Attendance is one of the four elements in the Year 9 and 10 Graduation system each element has equal weighting.

The office will text parents if their child is not at school and there is no message explaining the absence.

Form Teachers

- Each form teacher must have access to KAMAR and enter the form time attendance.
- Students will be advised of unexplained absences. They will have that day to clear them.
- If not cleared by form time the next day a detention will be issued by the form teacher.
- Notes for lateness will be taken to the office if Period 1 has started or to the form teacher if form time is still in progress.
- All notes must be sent to Leigh at the end of form time.

The Classroom Teacher is responsible for:

- Keeping a daily attendance roll.
- Entering data into KAMAR or supplying the office with a hard copy of each day's attendance.
- If a student is absent from a subject, for any reason, for more than 6 hours, the classroom teacher should notify the Dean.
- Change absences to L (for late) if a student arrives in your class late.
- If repeatedly late (ie 3 times) the teacher should apply consequences. The use of a "late book" is recommended to keep track of repeat offenders.
- If KAMAR is not available please send hard copies of absences to the office at the end of the period.
- Relievers must sign out and leave absences at the office at the end of the period.
- Teachers who haven't done their attendance checks will be advised by Paul, placing names on the whiteboard.

The Dean or Guidance Counsellor is responsible for:

- Working with students and their family when a student's poor attendance is identified.
- Assisting with conferences relating to persistent truants.
- Keeping accurate records of absences, home visits, letters and meetings.
- Referring persistent truants and students with poor attendance to the Truancy Officer.

The School Truancy Officer is responsible for:

- Working with the Deputy Principal and the school Guidance network to identify persistent truants encouraging their return to school.
- Students may be referred to the Truancy Officer by the Dean or Deputy Principal.
- Completing paperwork as required by the Attendance Contract.
- Complete NENS notifications.

The Deputy Principal is responsible for:

- Assisting guidance staff with persistent truants and students with poor attendance.
- Contacting parents informing of FGC.
- FGC referrals to CYFS (when all school procedures have failed to achieve results).

The Principal is responsible for:

- Sending letter(s) to parents of persistent truants.
- Sending letter informing parent of prosecution.

The Board of Trustees is responsible for:

- Prosecutions of parents of students under 16 who condone persistent absences.

ROCK ON PROCESS

The flow chart overleaf illustrates the steps involved in the Rock On process.

ATTENDANCE FLOW CHART

- Deans contact students and parents when concerned about absences
- Referral to Truancy Officer by Dean if there are a large number of absences
- Referral to Rock On

