



Formulated: November 2003
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Procedures for pupil Absences

Rational:

Paekakariki School will provide a safe environment for all pupils. In turn it is a legal requirement for all students to be consistently at school. The guidelines outline the steps involved in maintaining these requirements

Guidelines: *Education Act 1989 Part 3*

Pupil attendance is broken down into three main areas:

- 1. Monitoring daily pupil absences**
- 2. Monitoring pupil lateness**
- 3. Monitoring pupil attendance**

1. Monitoring daily pupil absences

A sheet will be sent around every morning to all classes with the communication book that will have the names of pupils that are known to be absent through parent communication.

All children that have an unknown absence for the day will be written in the communication book. The parents/caregivers will be contacted by the school.

A note will be taken in the book as to the result of the telephone call i.e. no reply, left message, made contact.

2. Monitoring pupil lateness

All pupils that are late arriving to school are required to report to the school office and report in. This is to ensure that all pupils can be accounted for in the school as well as monitoring the amount of time pupils arrive late

3. Monitoring pupil attendance

Pupil attendance will be monitored by individual staff members through the use of the class daily register and the student management system. Any teacher that has concerns about a pupil's consistent attendance will discuss the issue with their senior teacher for possible action.

If it is considered that the student is unjustifiably absent or that the school considers that a student's absence is hindering their learning, the parents/ caregivers will initially be contacted to discuss the problem. If this is unresolved the school may take any steps required to meet its obligation under the *Education Act 1989*.

Signed Peter Mackie
Board Chair