



5.21 STUDENT ATTENDANCE

To ensure that student attendance is monitored and that there is appropriate follow up for absences.

PURPOSE:

1. To maintain a system of recording attendance on a period by period basis.
2. To provide a means of checking attendance patterns.
3. To encourage parents/homestay parents to communicate immediately with the school about the reason for their daughter's absence from school.
4. To ensure that attendance requirements are met.

GUIDELINES:

1. Names of students who are absent at the 8.40am check each day will be entered onto KAMAR or list taken to the office. Office staff will check these against messages received and if necessary text/telephone parents/homestay parents to check on students' whereabouts.
2. Teachers enter into Kamar the names of absentees in their class each period.
3. Teachers and deans receive a printout of each day's attendance and follow up the reasons for absence. Parents/caregivers may be contacted.
4. Parents/homestay parents are required to contact the school to explain a student's absence.
5. Students who have irregular or unsatisfactory attendance are interviewed by Deans and/or the Guidance Counsellor.
6. Parents/homestay parents who wish to take students out of school for reasons other than ill-health must first request permission from the Principal at least 5 days prior to the absence.
7. The Dean communicates with parents/homestay parents/guardians when attendance patterns put in jeopardy a student's ability to achieve.
8. Parents/homestay parents/guardians will be informed of the attendance procedure.
9. If the student continues to be truant after parents have been informed, referral will be made by the Dean/Assistant Principal/Deputy Principal/Guidance Counsellor to the Te Ora Hou Ōtautahi.
10. Students are required to sign in at the Student Office with an appointment card if they arrive or leave during the day.
11. Year 13 students are responsible for signing themselves in and out at the school office.
12. A student's ability to attend EOTC events resulting in missed curriculum time may be removed if the school deems necessary and attendance is below expectations, to meet curriculum requirements.

Responsibility:	Senior Leadership Team
Date:	June 2021
Review:	Term 2 2023
Policy:	5.21 Student Attendance