



ATTENDANCE POLICY

RATIONALE

Research has shown that uninterrupted attendance at school is a key factor in successful learning between the ages of 6 to 16.

Every child has a right to an education under Sections 25 and 31 of the Education Act 1989, and every school Board must take all reasonable steps to make sure students attend school when it is open.

PURPOSE

1. To ensure the College is meeting the legal requirements governing the enrolment of students, records of attendance, archiving of records, audit requirements and hours of instruction.
2. To assist students to attend College on a regular basis; which is vital for effective learning.
3. To ensure that attendance is monitored and that the College has set procedures that will be followed in cases of truancy.
4. To ensure all enrolled students are accounted for regularly throughout the day, whether present or absent from school.
5. To give students the opportunity to develop personal skills - e.g. the importance of being punctual and accountable.
6. To ensure student safety and well-being.

GUIDELINES

Attendance

1. The College will take pro-active steps to increase student attendance. The Principal will report to the Board of Trustees on student attendance at least once a year. Annual targets will be set if non-attendance becomes a concern.
2. Student attendance will be recorded regularly throughout the day through the College's Student Management System (SMS); together with the reason for any absence using the approved absence codes.
3. Parents will be required to report student absences to the College.
4. Staff will manage the eAR (Electronic Attendance Registers) and text alerts are sent to parents/caregivers/whanau, and follow-up on unexplained absences according to the College procedures.
5. The Principal will devise a strategy to inform parents/caregivers and the community about the College's Policy and Protocols on attendance/absences (and to keep the community aware of them on an ongoing basis).

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6. If parents/caregivers wish to take their child out of College during school time they must write to the Principal before the event. This may be coded as Justified or Unjustified, depending on the reason for the absence.
7. If a student misses an NCEA assessment due to an Unjustified Absence he/she will not get the opportunity to re-sit that assessment. If a further assessment opportunity arises they may then be able to do the assessment.
8. Students who have an attendance rate below 90% will not automatically be allowed to participate in non-curriculum College activities including representation in College sports, academic, social and cultural events that take place.

Taking children from school

9. Students may only be taken by legal guardians from College during the school day, with prior arrangement and/or permission of the College staff.

College hours

10. The College is 'open for instruction' between 8:45am to 3:05pm.
11. Teachers are not obliged to provide instructional material for children absent from College, but may do so, on a 'case by case' discretionary basis, on advice from the Principal.

Truancy

12. For the purpose of acting on cases of truancy, Ashburton College defines truancy as: persistent failure to attend College, an absence where no information is provided, an Unjustified Absence from school and/or, children and young persons who are legally required to be enrolled at school.
13. The Principal or his representatives will take appropriate action regarding Unjustified Absence or irregular attendance recorded on the register; with regular updated information provided at College Administration Meetings, held weekly, to address concerns.
14. Follow-up action will be carried out using the procedures of: the College will utilise the services of the MoE Attendance Service Application (ASA, electronic referral system) and Rock-On when necessary and for recourse to prosecutions.

Students transferring to another school (ENROL)

15. Schools **must** withdraw a student from ENROL within 5 days of their last day of attendance. A student must be registered on ENROL within 5 days of their first day of attendance at a new school. If a student does not enrol at a new school within 20 days the school will be instructed to complete an online NENS form (through ENROL).
16. Within-College Procedures are maintained to support this Policy.

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CONCLUSION

The College will act on concerns regarding student attendance by firstly communicating with parents/caregivers/whānau. Other agencies will be involved when appropriate. Failure to attend school may be harmful to the child, both academically and socially.

BOT Chair:

A handwritten signature in black ink, appearing to read 'Jeremy Savage', written over a faint circular stamp.

Jeremy Savage

Date Ratified: 08 August 2017

Review Date: July/August 2020