

## **Attendance Policy**

### **RATIONALE**

The Education Act 2020 requires parents to enrol their children at school and to make sure they attend regularly. The School Board of Governors is also responsible for ensuring students enrolled in their school attend properly.

Schools can improve school attendance by dealing early with situations that may lead to truancy. One useful procedure is to ensure punctuality. Another is to require parents to provide proper explanations for absences.

The Otamatea Christian School staff will monitor attendance and absences and inform the School Board of Governors of truancy or unsatisfactory levels of attendance, so that follow up action can be carried out with their support.

### **PURPOSE**

1. Instill in parents and students the importance of regular attendance, not only to comply with the Education Act 2020, but develop a lifelong habit which will continue into employment.
2. To clearly define justified absences and unjustified absences for parents.
3. Maintain regular checks of absences to monitor explanations.

### **POLICY**

1. Parents of children attending Otamatea Christian School are to ensure that their child is punctual. Merits and demerits may be given each day for punctuality or tardiness respectively.
2. Parents are to inform the school of any student's absence by phone, between 8:00 and 8:30 am on the day of absence or by written explanation prior to absence or upon return to school, the actual reason for a child's absence. All written notes to be filed and phone calls recorded in the absence book. If a student is absent from roll call and the school has not been notified of the absence, the class teacher will phone the parents by 10:45 am for an explanation for the absence and the result of the call will be recorded in the absence book. This will conclude the school's duty of care.
3. Justified absences include the following:  
sickness, dental, medical and counselling appointments, family bereavements, work experience, driver's license testing, educational activities that are approved by the principal, and ministry trips.  
Unjustified absences include the following:  
shopping, helping at home, family excursions.
4. The staff are to inform the Principal of any unjustified absences.
5. At the end of each term, the Principal will check the Attendance Record and file, to identify any pattern of unjustified absences, or lack of reported absences and report these to the next meeting of the Board of Governors.
6. The Principal and/or Chairman will call a meeting with any parent/parents the Board of Governors deems to be in breach of the attendance policy.

Next Review: March 2023.