

Attendance and Absences Procedures



Purpose

The Board of Trustees recognises that children's education is paramount and will ensure that all possible measures are used to enable children to receive ongoing education. The board will consider relevant current legislation when dealing with student enrolment, attendance and non-attendance.

Scope

This policy will apply to all students enrolled at the school.

Responsibility

Parents and caregivers for notifying school of absences

Teachers for marking electronic roll twice each day

Secretary for following up on absences and maintaining database using our school student management system (SMS).

Kilbirnie School is a registered user of an electronic roll managed through the SMS. Teachers use the stipulated codes detailing different reasons for absenteeism.

Guidelines

All parents and caregivers are asked to contact the school if their child is to be absent, late or if there is a need to collect the student during the day.

All teaching staff will electronically record the attendance of the students in their class twice daily, after 9am and 1.30pm bells.

The notice and absentee book is sent around all rooms at 9.05am and 1.35pm. Once this arrives at the office, administration staff reconcile absentees with those recorded electronically.

The parents/caregivers of students not accounted for will be rung by the school office. If the student cannot be accounted for, the emergency caregivers will be contacted. If the student is still not accounted for the local police will be contacted.

The SMS will hold a record of student absences, this will show any patterns the school principal needs to be made aware of. School attendance data is supplied to the Ministry of Education (MoE) in August each year.

Children are not legally required to attend school until the age of 6 however the Education Act requires that a child under the age of 6 that is enrolled and starts school must then attend school regularly. We consider a child to be enrolled at our school once they have completed the enrolment documentation, started in a classroom and have been registered in the MoE student enrolment register (ENROL). We stipulate this requirement in our enrolment documentation. Current legislation permits the school to enact a graduated transition plan in circumstances where this will allow a student to make a stable start to school life. This option will be discussed with parents and whanau where these circumstances exist.

Document Control

Version	Status/change	Date
v1.0	Reviewed by Kilbirnie School principal	
v1.1	Formatted and editing pursuant to the Education Amendment Act (2017)	August 2017

