

ATTENDANCE

Reviewed 22.05.09 (Donal, Alan, Hine, Shirley and Maria H); Reviewed May 2014 (Tracy/Donal)

ACTION

1. To assist students to attend school on a regular basis.
2. To optimise learning students are required to attend school at all times, when it is open.

GUIDELINES

1. Attendance registers will document attendance and non-attendance.
2. A record of non-attendance will be kept on which will be placed the names of students whose attendance causes concern and be used as a basis for tracking and dealing with Student absenteeism.
3. The school will have an enrolment system in line with the Education Act.
4. Absenteeism will be tracked through the syndicates on a weekly basis.
5. 5 days unexplained absence in any one term will be followed up by the Principal.
6. Attendance on school trips is compulsory and each child who has not returned their permission slips will be followed up by the office prior to the trip to encourage student participation.
7. Procedures outlined in the Truancy Handbook will be followed when students are identified as truant.
8. Emergency closure procedures are in place e.g. water not available, volcanic eruption etc.
9. The school will have a consistent system for marking attendance registers. The school requirements for this are clearly and fully explained within the Fruitvale Administration guidelines.
10. Suspension and stand down procedures in line with Ministry of Education requirements will be met.
11. Information about attendance procedures is detailed within the Fruitvale Administration guidelines.