

## Policy: Attendance

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### Policy Statement

Attendance is compulsory for New Zealand citizens and residents aged between 6-16 years. Students are required to attend whenever the school is open (Section 31 of the Education Act 1989). The research tells us that the fewer days students are at school, the less chance they have of achieving. Missing school is not just about missing learning, it's also about all the other opportunities that are missed. At Jireh Christian School we promote the attendance of all students in their class, every school day.

### Procedural Guidelines

#### Class attendance

1. All teachers are responsible for checking attendance in their classes and for ensuring that absences are recorded accurately on the electronic roll.
2. Students are not to be sent outside rooms for disciplinary reasons. Rather, place them with another teacher or send them, as a last resort, with their books, bags and explanatory note to the Principal or Deputy Principal's office where they will be held in a 'time-out' space, awaiting further.
3. Students should be encouraged to use toilets at break times and, not during class times, as far as possible.
4. Teachers should ensure that students who must visit the toilet during class time, return to class promptly.
5. Any student who claims he/she is sick must report to the office. In case of accident or acute illness notify the office and follow first aid procedures. The office may well call parents to collect the student in which case the relevant absence will be noted in the absence book. If a student complains of illness or injury, treat it as genuine and either monitor the situation or send to the sick bay.

#### Attendance and punctuality

1. All students are expected to be at school whenever the school is officially open unless prevented by illness or for compassionate reasons. Requests for special leave should be directed to the Principal. Parents are requested to notify the school if students are absent. Notes for absence must be brought to the class teacher or office on the first day of a student's return to school or put on the Student Management System, (SMS). The note should contain the date and reason for the absence. All absences will be recorded on the SMS. Parents requesting special leave for family holidays must do so in writing to the Principal.
2. This school has a closed campus. No student may leave the school grounds without permission. For students needing to leave school briefly for a valid reason do so with their parents or designated caregivers. For medical and dental appointments, appointment cards or notes must be presented to the office. In all cases of absence during the day students must sign in using the tablet at reception before leaving and upon returning.
3. Students are expected to be punctual. The school programme starts at 8:55 am and should students should arrive no later than 8.45am. Students who do not get to class before the

bell rings at the beginning of school are late for school and must sign in using the tablet at reception. A late pass will be issued for valid reasons. Repeated lateness without valid reasons will be viewed seriously and parents contacted.

4. All requests for extended absence, other than doctor's or dentist's appointment, should be referred to the Deputy Principal or Principal who will respond. NB. Notes for appointments or absence must be retained for the whole year and be available if requested.

Review schedule: Triennially

<b>ADOPTED BY BOARD OF TRUSTEES</b>		
Date	12 <sup>th</sup> September 2017	Chairperson <b>R Thornton (Acting)</b>

Reviewed	Date	Chairperson
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