



## Policy: Attendance

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### Policy Statement

Except where an absence is justified, students enrolled at Jireh Christian School (“the School”) are expected to attend every School day. This ensures that students are able to maximise their learning and take part in all the opportunities that are offered at School.

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, if necessary, they are to be placed in the care of another teacher or sent, as a last resort, with their books, bags and explanatory note to the Principal’s or Deputy Principal’s office, awaiting further instructions.
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 visit the toilet during class time return to class promptly.
5. If a student complains of illness or injury while at School, treat it as genuine and either monitor the situation or send the student to the sick bay. In the case of an accident or acute illness, staff are to notify the Office and follow first aid procedures. If necessary, the Office is to call parents to collect the student, in which case the relevant absence will be noted by the Office staff. This is only for an agreed timeframe.
6. On the request of a parent or a full-time caregiver (if the chief executive of the Ministry considers it appropriate for the caregiver to do so), the Principal and the chief executive of the Ministry may agree to a transitional plan that would reduce the student’s hours of attendance for the purposes of helping meet the student’s wellbeing needs as identified by a medical practitioner or a psychologist. A plan may not be for a period that exceeds six months, but may be renewed or extended for one further period of six months if:
  - 6.1. the parent initiates the request for the renewal or extension; and
  - 6.2. the parent, the Principal, and the chief executive of the Ministry agree that the renewal or extension is in the best interests of the student.

#### Attendance and punctuality

1. All students are expected to be at School whenever the School is officially open unless prevented by illness, for compassionate reasons, or with authority of the Principal.
2. Requests for special leave should be in writing and directed to the Principal. If it is considered justified the Principal may exempt a student from attendance for no more than 5 days.
3. Parents are requested to notify the School before the School day begins if a student is absent. If the School has not been notified, Office staff are to phone parents by 9:30 am on the day of the absence to ascertain the reason and the electronic roll is marked accordingly.
4. This School has a closed campus. No student may leave the School grounds without permission. Students needing to leave School briefly for a valid reason, are to do so only with their parents or designated caregivers. In all cases of absence during the day, students must sign out or in at reception before leaving and upon returning.
5. Students are expected to be punctual. The School programme starts at 8:45 am and students should arrive no later than 8:40 am. Students who do not arrive at class before the bell rings at the



beginning of the School day are late for School and must report to the Office. Repeated lateness without valid reasons will be viewed seriously and parents contacted.

### **Legislative Compliance:**

Education and Training Act 2020 Section 36, 42, 45

### **Review schedule: Triennially**

**ADOPTED BY BOARD**

Date 12<sup>th</sup> September 2017      Chairperson **R Thornton (Acting)**

Reviewed Date    1<sup>st</sup> September 2020

Chairperson **M Causley**

Reviewed Date    26<sup>th</sup> March 2024

Presiding Member **A Coombridge**