

Attendance and Absences

Guidelines and Procedures

All children in New Zealand are legally required to attend school from the age of 6 to 16 years, each day it is open from 9.00am – 3.00pm unless the child is ill.

At West Park School:

- Children are required to be in class by 9.00am each school day.
- If there is to be a temporary change to a pupil's attendance, the classroom teacher must be notified in writing and the reasons for the absence clearly notified.
- Teachers complete the classroom register on eTap twice a day (morning and afternoon).
- Teachers indicate through eTap absentees to the office by 9.15am and their parents/ caregivers or emergency contacts are contacted if the school has not already been informed of the reason for being absent.
- The names of absent students are recorded in the office absentee list. Details recorded include: Date, Name, Room and Reason.
- Attendances are monitored daily.
- Patterns of absences that are of concern by teachers will be brought to the Principal's attention who will then ensure they are appropriately dealt with.
- In the case of frequent unexplained or unacceptable absences, or of repeated lateness to school, the school will contact the parents by telephone to explain the legal attendance requirements. This will be followed up with a letter if necessary. If there is no improvement in the situation, the appropriate agency will be contacted for assistance. E.g. truancy officer.
- The Principal will provide a truancy report to the Board of Trustees on any cases of truancy or erratic attendance and the action taken by school staff.
- If a student is picked up during the school day, the appropriate parent/ caregiver is required to sign out the student at the school office.

Reviewed: SEPTEMBER 2020