

# Glendowie School Procedure

## ATTENDANCE



### RATIONALE

- The Education Act 1989 requires parents to enrol children at school and to make sure they attend regularly. Schools' Board of Trustees are also responsible for ensuring students enrolled in their school attend regularly. The age for starting school is governed by the Education Act and the schools response to their community under any MOE approved consultation they may have undertaken around cohort entry

### PURPOSES

- To encourage regular attendance at school.
- To ascertain reasons for non-attendance.
- To use support services to investigate regular non-attendance.
- To enforce statutory regulations.

### GUIDELINES

- Children need to have commenced schooling by the age of 6 years.
- Students enrolled at the school are required to attend two sessions each day. Caregivers are expected to advise the school by telephone/email if the child is not attending, on the morning of the first day of the absence before 9.00 am.
- Any child who is absent from school without the school being advised by 9.00 am will be phoned from the Office in order to ensure the safety of the child.
- Emails/notes/phone call regarding student absences will be noted on eTap Paper copies will be kept on file.
- Attendance will be recorded each day, in the morning and in the afternoon. Attendance will be completed on-line on eTap according to the directions from the Ministry of Education.
- Attendance is considered as being present if the student has attended on a school day for four hours or more. *Half days are considered to be arriving after 9:40 am or leaving before 2:20pm.*
- The classroom teacher will advise their syndicate leader and Deputy Principal of repeated absences which are causing concern. The Deputy Principal will monitor attendance and students who are causing concern will be brought to management teams notice. If these matters continue to cause concern the Principal or Deputy Principal will contact the care-givers and failure to address the concerns will be addressed to the appropriate agencies.e.g. Community health nurse, truancy, learning support services
- At the end of each term the Deputy Principal will review the attendance of all classes. The Principal or Deputy Principal will then contact the parents or recommend further monitoring. In either case the class teacher will be advised.
- If a student is playing truant there will be a conference involving the caregiver and the Principal and appropriate action will be taken
- Students with a truancy history will be referred to the Truancy Officer or other appropriate agency for counselling.

- School Staff will respond positively to a truant's return to school and will put into place a monitoring system for continued attendance, seek counselling for a student if appropriate, request possible support from the Learning Support Team and analyse barriers to learning for this student if this need is identified.
- The school will enter on ENROL any students with attendance at risk.  
Overseas: If the student is known to be overseas and the Principal has documentation confirming his/her intention to return to the school within 15 weeks, and they have not returned, then after 15 weeks they are taken off the roll.
- If a child is absent for 20 days without advice to the school, the student is removed from the roll.
- Students can only be enrolled in one state school at any time.

## **Procedures in the Event of Absenteeism by an International Student**

### **Monitoring**

Monitoring of international students' attendance will be as per the normal procedures applied by Glendowie School for all students. If a student is absent without explanation, this is followed up by the attendance officer and, if necessary, referred to the International Manager for follow-up.

## **Procedures in the Event of Absenteeism of an International Student**

In the event that an international student is frequently absent or is absent more than seems plausible based on the reasons given, the Attendance Officer will inform the International Manager who will then take one or more of the following actions:

1. Referral to the Deputy Principal for support with following up the absenteeism
2. Inform the student of his/her responsibility to maintain excellent attendance as a condition of their enrolment. If necessary, she should seek help or support for the student to address the underlying problems which may be affecting the student's ability or motivation to attend school. Support may be available from teachers, the student's caregivers, the student's guardian, the school nurse, or counselling professionals from outside the school.
3. Inform the student of the possible consequences if they continue to demonstrate poor attendance.
4. The Principal together with the International Manager will contact the residential caregiver or parent/legal guardian caring for the student and inform them of the school's concerns. A meeting may be arranged with the residential caregiver or parent/legal guardian, and the student, to discuss the reasons for non-attendance and to agree a plan to support the student to improve in this area.
5. In the case of a student living with a residential caregiver, the Principal will write to the student's parents and inform them of their child's poor attendance, and that this may be jeopardising their ability to achieve their academic goals. Unless the parents are reasonably proficient in English, the School will have this letter translated into the parents' first language or conveyed to them by the student's Education Agent..
6. Draw up an agreement whereby the student agrees to maintain high rates of attendance and demonstrates their awareness of the possible consequences should they not do this. This agreement must be signed by the student, their caregivers and their natural parents to ensure that all parties are aware of the situation and to provide the student with all necessary support.
7. Place the student on daily report for the purposes of monitoring the student's attendance and holding him/her accountable for maintaining excellent attendance.

8. Inform Immigration New Zealand and request them to issue a warning letter to the student.

### **Immigration requirements:**

Immigration New Zealand requires schools to monitor attendance to verify that students are absent for genuine reasons. If Glendowie School has concerns over a student's attendance, and our other methods of getting the student to attend regularly, have not succeeded, we may inform INZ and request that they send a warning letter to the student that their low attendance may place in jeopardy, their ability to obtain a visa renewal for further terms of study. When a student applies for a subsequent visa, Immigration requires providers to attest to the full attendance the previous year, or to explain the student's low attendance. Glendowie School complies with these requirements of Immigration New Zealand.

### **Termination of enrolment**

Persistent truancy by a student, after the above actions have been taken by the school, and all attempts made to ensure the student maintains good attendance, may result in termination of the student's enrolment under the terms of the school's (Enrollment Agreement).

In this event, the school's (Disciplinary Policy) will be applied, the parents will be informed, the refunds policy applied, and Immigration New Zealand informed of the termination of enrolment due to poor attendance.

In the event that the school year has come to an end and the student's attendance in that school year has not been satisfactory, the school may decide not to offer the student a place the following year. In this event, the parents will be informed of the school's decision and Immigration New Zealand informed. The school, if requested to provide evidence of good attendance to another education provider, or for subsequent visa applications by the student, should inform the provider, and/or Immigration New Zealand of the student's poor attendance record.

**Approved September 2008**  
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