**Parnell District School**

**6.7. Attendance Procedures (Electronic Registers)**

**Introduction**

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). At Parnell District School we promote the attendance of all students in their class, every school day. ”Student attendance, along with effective teaching has the greatest influence on engagement and achievement”

**Guidelines**

1. The Board of Trustees will take all reasonable steps to ensure the attendance of students at Parnell District School meets legislative requirements

2. The school will advertise term dates in the newsletter/ website

3. The school will have a consistent (electronic or EAR) system for monitoring daily attendance, punctuality and marking of attendance registers. The school procedures for using this are clearly and fully explained in the Staff Handbook. Children should be at school by 9a.m and 2.00p.m when the attendance is marked. If they are not there at these times they are considered late/ absent. Late comers need to report to the office to be entered on the register electronically.

4. School staff will work in partnership with parents/caregivers/whanau to ensure regular attendance.

5 . Action for consistent non-attendance will include contacting the parents directly, and where necessary the Auckland Education Support Services.

6. The school will keep the Ministry of Education’s ENROL national database up-to-date.

7. The school does not encourage parents to make appointments in school time or arrange travel in term times.

8. Parents should sign out their children at the office if they are going to an out of school appointment. Parents withdrawing their children for prolonged periods (e.g. overseas travel) should write/email the principal stating their intent. In the case of a lengthy absence, parents and teachers will agree on educational outcomes for that period of time.

**Conclusion**

Regular and punctual school attendance will enable the student, the family and the school to work together to optimise learning and ensure student safety.

Reviewed: August 2013.

**Action (Attendance)**

**Monitoring and Analysing Attendance Data**

* The school receptionist will monitor and follow up attendance on a day to day basis. She will inform team leaders, in the first instance, of any trends causing concern. She also phones families where a child does not turn up to school without explanation.
* The school will carry out an analysis of attendance data to establish attendance patterns. At Parnell, where attendance is generally very good, this is likely to be to look at individual children’s attendance rather than cohorts or groups of children

Reference: “Attendance Matters”. Ministry of Education June 2011

**ELECTRONIC ATTENDANCE REGISTERS (From MOE Circular)**

The following points outline how attendance is recorded:

* zero ½ days - no attendance or less than two hours attendance for tuition in a school day
* one ½ day - attendance for tuition for more than two hours but less than four hours in a school day
* two ½ days - attendance for tuition for at least four hours in a school day

Students will almost always be required to be at school for longer than four hours. The Act requires students to attend school whenever it is open and this is generally for more than four hours.

**School Attendance**

A school's attendance processes must satisfy the following requirements:

* A student must be marked absent or present, either period by period or mornings and afternoons, during the course of every school day as required by the Regulations.
* All absences must be appropriately coded in the SMS.
* All unexplained absences must be followed up and reported to parents and caregivers as soon as possible.
* As soon as an unexplained absence is resolved, the SMS must be updated with the appropriate code.
* School management must follow up instances where attendance is not marked by the responsible teachers and address the matter in an appropriate and timely manner.
* All continuous unexplained absences longer than 20 consecutive school days must be dealt with in accordance with the Regulations.
* There must be reliable and effective methods of identifying those students who should be present in the school in the event of an emergency evacuation.

Ministry Codes for absences on electronic registers are

**Rules for Audit Codes**   
**S** = that the student is not in class but on a legitimate school-based activity   
**J** = that the student is not in class - absence justified (Ref 1998/48 Circular)   
**F** = that the student is not in class but in an approved environment in which the school is entitled to be funded with the required supporting documentation   
**U** = that the student is not in class - absence unjustified   
**P** = that the student is present for tuition in class   
**N** = On School Roll but funded somewhere else

**Rules for Truancy Codes**   
**J** = Justified Absence   
**U** = Unjustified Absence   
**P** = Present   
**O** = Overseas Holiday