**6.8 TRUANCY POLCY**

**Rationale:**

It is a legal requirement for all children to attend school or have alternative approved schooling up to the age of 16.

**Purpose:**

To ensure the school meets its legislative requirements regarding truancy. The Board of Trustees under section 31 of the Education Act is responsible for taking “all reasonable steps to ensure the attendance of students enrolled at its school.’

**Guidelines:**

1. Attendance at school will be monitored twice daily in classes by the class teacher and entered onto the electronic attendance register.
2. Parents are asked to contact the school to explain the absence of their child[ren] on the day of the absence.
3. Following any absence, a pupil must provide a note explaining the absence within a reasonable time, OR the school must be informed by note or other means before the event.
4. Team leaders and teachers are responsible for keeping a check on the attendance of pupils in the syndicate and following up all absences. Absences which are explained satisfactorily are noted on ENROL.
5. Contact will be made with parents for any unexplained attendance.
6. If a note is not forthcoming the pupil will be considered to be truant, and the office will contact the home in the first instance.
7. The Assistant principal with the office are responsible for ensuring that patterns of absence are identified and appropriately dealt with. The school will liaise with other agencies to follow up consistent unexplained absences.
8. If there is a recurrence within a term, or if the office is not satisfied with the explanation furnished by the caregiver, the office will notify the Assistant Principal.
9. If the Assistant Principal considers there is a truancy problem he/she will complete the appropriate documentation and forward to the truancy Service. [Auckland Education Service] They will make a home visit and recommend the appropriate action.
10. Legal action, according to guidelines Section 31 Education Act may be taken when deemed appropriate, at the Boards discretion.
11. Students can also be NETTED through the schools ENROL system.

Note : It is important that records are made of absence, home visits, letters sent and explanations given9 including time, date and place)

Reviewed August 2013