STUDENT ATTENDANCE

RATIONALE

The Education Act, 1989, requires that all children, six years old and over, or those enrolled at five years of age must attend school. The Principal is accountable to the Ministry of Education for the daily attendance of all students listed on the school admission register.

PURPOSE

- To optimize learning, students are required to attend school at all times, unless ill or absent for a valid reason.
- Aorangi School will have clearly identified systems of monitoring student attendance.
- Parents and Caregivers have roles and responsibilities in ensuring attendance of students and of notifying the school of any student absence.

GUIDELINES

1. Teachers will mark the class roll each morning at 9:00am and each afternoon at 1:30pm. Presence will be recorded with X. Absences will be recorded with ^{a}a.
2. All student absences will be noted on the absence board each morning and afternoon session.
3. Parents or Caregivers who remove their student from school during the day are required to report to the school office.
4. Parents will be informed of the requirement to ring the school office if their child is absent for any reason. If necessary, the school office will contact parents of an absent student.
5. Students who have been absent for any reason will need to bring a note from parents / caregivers, even if a phone call has been made to the school office. Explained absences will be circled on the class register.
6. Teachers will ensure that frequent non-attendance of students is brought to the notice of the senior management team.
7. The school will follow the procedures for truant students if student non-attendance becomes of concern.
8. Parents / Caregivers will be informed of their legal responsibilities regarding student attendance and the consequences of non attendance at the beginning of each year.

CONCLUSION

Aorangi School will facilitate student achievement by ensuring their daily attendance at school.

Approved   **Board of Trustees Meeting**   ___ / ___ / ___

Signature of Chairperson   _____   ___ / ___ / ___

Signature of Principal   _____   ___ / ___ / ___