

# Attendance

## Rationale

It is a legal requirement for all students between the ages of 6 and 16 to attend school. The responsibility for ensuring young people are enrolled at school and attend regularly lies with the parents/caregivers/whanau. The school is responsible for taking all reasonable steps to ensure the attendance of students enrolled at the school. The school believes non-attendance seriously undermines a student's learning opportunities.

## Guidelines

1. The primary aim of this policy and any procedures developed by the school is to ensure the attendance of students enrolled at Greymouth High School.
2. The school will have a Ministry of Education approved system for recording attendance on a daily and period-by-period basis.
3. The school will comply with the guidelines and procedures of ENROL (Electronic Attendance System) to monitor student enrolment and movement.
4. It is the responsibility of parents/caregivers to contact the school immediately to explain absences.
5. The school will have procedures for investigating and dealing with unexplained absences. This should usually involve contacting the parents/caregivers.
6. The school will have procedures for dealing with excessive and continuous/on-going explained absences.
7. Should a student be absent for five consecutive days or more or should there be on-going absenteeism for medical reasons, then a Doctor's Certificate must be produced.
8. If necessary appropriate community and educational resources (including the District Truancy Service or Non Enrolled Truancy Service) will be contacted to assist with attendance problems.

## **Signed**

\_\_\_\_\_ **Chairperson**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Review Date**

9. If the truancy remains unresolved then it will be regarded as a care and protection concern and a formal referral to Child, Youth & Family will occur. This will most likely occur where the student has failed to attend school without reasonable excuse and where interventions have failed to ensure a return to school and, where their absences have been continuous for 15 school days or where there is a pattern of absenteeism.
10. The school will reserve the right to prosecute parents under the Education Act (1989) as a last resort where interventions have failed to ensure a return to regular attendance at school.
11. Attendance records are to be maintained as part of course requirements to ensure that course attendance requirements are being met.
12. Where the school becomes aware of the possible non-enrolment of a child of legal school age the school will make a referral to the Non Enrolled Truancy Service or Child, Youth & Family as appropriate.