



POLICY STATEMENT

## Attendance Policy

### Special Character

God makes it clear in the Bible that unless the laws of the Government of the land conflict with the 10 commandments then we are as Christian to defer to the laws of man.

### Rationale

Non-attendance at school has been identified as a major barrier to learning and a significant indication of at-risk students. It is the right of every person aged 6-16 years who is a resident of New Zealand to attend school, and the responsibility of parent/caregivers to ensure attendance of all students. South Auckland Seventh-day Adventist School Board of Trustees recognises its responsibilities to ensure regular attendance of enrolled students and that all reasonable steps will be taken to ensure regular attendance at school.

### Purpose

The Board of Trustees and staff promote the attendance of all students in their class, every school day, in compliance with legislation. Attendance is compulsory for New Zealand citizens and residents aged between 6-16 years. Students are required to attend whenever the school is open (The Education Act 1989)

1. To assist students to attend school on a regular basis
2. To optimise learning requires students to attend school on time, at all times.
3. Students will attend this school unless prevented by ill health or unavoidable family circumstances.

### Definition and Target

- Attendance is defined as being physically present at school or a school sanctioned activity
- The South Auckland Seventh-day Adventist School will follow the Absence definitions and codes as outlined in the MOE Attendance Matters, June 2011, document p11.
- Target: Decrease the percentage of students truanting – unjustified absences

### Guidelines

1. The principal/management will take all reasonable steps to ensure the attendance of students at the South Auckland Seventh-day Adventist School and meet legislative requirements via biannual reports by the Principal to the Board of Trustees.
2. The school will have a consistent system for monitoring daily attendance, punctuality and marking of attendance registers. The school procedures for these are clearly and fully explained in the Attendance Procedures document.
3. School staff will work in partnership with parents/caregivers/whanau to ensure regular attendance and punctuality
4. Class teachers have a responsibility to keep accurate records of punctuality, attendance and non-attendance in registers, and liaise with the school secretary regarding those families whose children are regularly late or absent. The Principal and Senior Management will support.

5. Parents are discouraged from withdrawing children from school during term time. Where this is unavoidable, parent should communicate with the school by phone, text, email or note, absences up to 3 days or by written correspondence to the Principal in case of longer absences.
6. The Principal will approve 'unjustified absences' when the absence is explained giving clear links to the Curriculum and will enhance student learning. Where this is not provided the absence will be deemed as unjustified and not approved by the Principal. This will be recorded as truancy.
7. An 'At Risk Register' will be kept to record the names of students who attendance is causing concern and the action taken to resolve this. Action will include contacting the parents directly and where necessary the truancy services provided by STRIVE.
8. The school will keep the Ministry of Education ENROL national database up-to-date.

FORMULATED BY .....Policies Committee.....

APPROVED .....  
Chairperson BOT

REVIEWED August 2016  
UPDATED