# Policy No. OP8

# Policy Name: Child Protection Policy

# Procedures for: Attendance and Lateness

# Date adopted: 5 March 2018

Purpose

To ensure the optimal learning of all children through regular attendance at school.

Procedures

* Attendance registers will be kept to document attendance and non-attendance.
* Attendance information will be recorded in eTap.
* Teachers must ensure a consistent system for marking attendance registers, twice daily (9.10 AM and 2.10PM).
* Teachers are to send absence folder to the office each morning by 9.20am.
* The office staff will phone, text, email parents/guardians of any child unaccounted for, which is then recorded into the folder and eTap.
* Parents are asked to inform the school if their child is absent or late.
* Parental/Guardianship notification is required for children taking extended holidays.
* Teachers will record any student whose pattern of attendance / lateness over time causes concern in to the week 4 and 8 attendance / lateness concerns folder. This is then discussed with the Principal and the Principals PA who will action either one of the following:
  + Letter 1 - Concerned
  + Letter 2 – Meet with Mr Crumpton
  + Letter 3 – referral to CES, Truancy Officer
* A student who is absent without explanation for one week will be considered truant and added to the attendance / lateness concerns folder and will receive letter three.
* A student who is absent for three consecutive days for medical reasons needs to provide a medical certificate.
* When collecting students early, parents/guardians must complete the ‘leaving school early’ book in the office and collect a pink leaving school pass which is then given to the teacher. Office staff will enter this information into eTap.
* Students not collected by 3.10pm must wait in the office. The office will contact their parents.
* Before and after school care is provided onsite by SKIDS. The office can be contacted for information regarding enrolment.
* Students are not to arrive at school before 8am.

Contacts

Truancy Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key relevant documents

https://education.govt.nz/assets/Documents/School/Running-a-school/Managing-students/Managing-student-attendance/AttendanceMatters.pdf

https://education.govt.nz/assets/Documents/School/Running-a-school/Managing-students/Managing-student-attendance/ImprovingAttendance2010.pdf