



NAG 5: East Otago High School Attendance Policy

1. All Student attendance will be recorded electronically by the class teacher on the SMS system (Kamar). This will be done in the first ten minutes (or as soon as practical) of each period.
2. In the instance of a relief teacher or the SMS is offline all teachers will use a pre formatted absentee list which will be sent to the office at the beginning of each period within ten minutes of completing the roll. The information from the paper based roll will be entered into the SMS by the Office.
3. All absences will initially be recorded as '?' by the Teachers or the Office, unless they have received prior notification of the absence, in which case they will use the appropriate symbol under the Attendance Code 2008. A comment of explanation in the student notes can also be entered if appropriate.
4. Form Teachers will take the roll for form time and activity time and follow up on any unexplained absences (?) for previous days on the SMS system for their students. If given a valid explanation, with evidence, they will change to the correct code. The following methods of explaining student absences, either before or after the event, will be accepted from parents/caregivers:
 - A. a phone call
 - B. a face-to-face explanation
 - C. a note
 - D. a text to the school
 - E. a medical certificate
 - F. a message to the school's 'absence' phone
 - G. an email message to school stating:
 - I. the student's name
 - II. the date of the absence and the reason for it
5. Unexplained Absences: When a student is marked absent for a full day or suspected full day and that absence hasn't been explained beforehand, the Form Teacher will contact a parent/caregiver by phone or email notification. If an explanation is received by the Office, the SMS will be updated with the Attendance Codes 2008. If this is unsuccessful after 14 days and a letter has been posted home the student will be marked as Truant (T).
6. If a reason cannot be obtained for a student absence the Form Teacher will subsequently record the reason for the absence in the SMS as Truant (T).
If not marked by the teacher the SMS will mark the student T after 21 days.
7. Teachers will mark students with ? if they are not present and the Office will change this to 'L' if appropriate. If a child arrives during the roll call or after the classroom teacher marks the roll the classroom teacher will mark the child with 'L'.
8. If a student's attendance falls below 90% the Form Teacher will contact parents/caregivers, advising of the likely consequences if this behaviour continues. This will be recorded on an Attendance Monitoring Sheet
9. If the student's attendance falls below 85% the Dean will send a preformatted letter to parents/caregivers advising them again of the likely consequences if this behaviour. Then make a

phone call inviting parents in for a meeting to further discuss the students attendance.. This will be recorded on an Attendance Monitoring Sheet

10. If the student's attendance falls below 80% (more than 20% justified or unjustified absences) the Deputy Principal will likely put through a referral to the School Attendance Service via ASA (for any student under 16 years old). This will be recorded on an Attendance Monitoring Sheet

11. Parents/caregivers will be asked to notify the Principal in writing of an impending absence of five days or more. If this is not possible, then parents/caregivers will be asked to inform the school as soon as possible after the event.

12. If parents/caregivers advise the school of an impending absence of five school days or more, and request work to be provided for the student, then the Dean will collect work from the student's subject teachers and arrange for it to be sent to the student.

13. In the case of illness or medical appointments parents will phone the office on the morning of the absence and talk to the Office Staff and inform them of the absence. Either directly or on the school answering service.

14. At the end of each week the Dean will review the attendance statistics for their year levels. Inform the Form Teacher and Classroom teachers of any trends and question any unexplained absences. DP will be informed of concerning trends and strategies being implemented to address these.

15. The DP will analyse the data in terms of gender, ethnicity, year levels, etc and will draw to the attention of the Principal any negative patterns that may emerge, together with a proposed strategy on how to address them. At the end of each Term the DP will provide the Principal with a statistical analysis so that the Principal can report to the Board on student attendance.

16. Half days absent will be reported on all formal reports sent home, including mid year, end of year, interim and anniversary reports.

17. Students will be rewarded for 95% attendance.

18. Information on attendance requirements and absence protocols will be given to parents/caregivers as part of the school's Enrolment Pack. This information will also be placed on the school's website and a reminder notice will be put in the school Newsletter at least once a term. The DP will be responsible for all this information.

Using the previous year's attendance statistics as a benchmark, the Principal will set annual targets for attendance when the year's Annual Plan is drawn up.

19. If a student is late to school or been to a prearranged appointment the student must report to the office to receive a late pass. A copy of the late pass is given to the Office who will change the change the roll from ? to L.

If a student is unjustifiably late to class the teacher will, on the first instance, attempt to resolve this in a restorative way. If the student continues to be late the office will inform the Form Teacher through a print-out from Kamar each week. If they receive three in a week the Form Teacher will contact the caregiver and talk to the student to make a plan to support the student attending class on time.

If the student continues to be late other strategies will be engaged by the Deans. Parent contact must occur.

This could include:

- Signing in and out each break time at the office
- An official internal stand down.
- Removal from both breaks (sitting outside the DPs room)
- Community Service.