

Attendance Procedures

Attendance procedures at Tauriko School ensure that children's rights to an education both under New Zealand law and the Human Rights Commission are met.

In New Zealand all children have a right to an education.

Children are considered to have unsatisfactory attendance at school over the course of the year if they miss 16 days of school or 8% of their time at school. This means that if a child has had 4 days off school in a term the school is concerned. This is very reasonable as the MOE guidelines suggest 4% of time off school.

10% of a child's time at our school (Year 1 – Year 8) is 32 weeks (3 terms), and 20% is 64 weeks (6 terms) Children who are not at school do not learn as easily or with the same rate of progress as other children. Staff, parents, children and the community have responsibilities in this area.

- ✧ Parents are expected to write a note, ring or come into school, or fill in a form via the school website <https://www.tauriko.school.nz/absences-and-general-information/forms> to inform the school their child is away **on their first day of absence**. If this does not happen, office staff will ring families to find out why children are away from school.
- ✧ Time out of school for holidays, is not encouraged by the school. Parents who wish this to be happen should send an email to the school office for the principal consider.
- ✧ A medical certificate should be brought to school by parents if a child has five days off school covering the dates of the child's absence. If your child is of attendance concern to the school the school may require you to provide a medical certificate for each day of absence. You would be advised of this.
- ✧ Families who cannot be contacted or who have children who have a history of non-attendance at school are referred to the Truancy Officer. The Truancy Officer will visit families and report back to the school. Sometimes, if there are on-going health problems, the children will be referred to the Public Health Nurse. Further support will be provided as appropriate.

Teachers will discuss attendance issues in the first instance with parents/caregivers. However, if this pattern of attendance continues, parents are informed in writing and asked to meet with the Deputy Principal to discuss these concerns.



A **second letter** is then sent if necessary informing parents of the school's on-going concerns. The second letters invites parents/caregivers to come in to discuss the absences with the Principal.

If the child's attendance continues to be a problem a **third letter** is sent informing the parents that under a Section 19 Truancy Protocol the child will be referred to Child Youth and Family Services (CYFs). CYFs will then make contact with the family to support the child to attend regularly at school according to their right under NZ law.

If the situation is not resolved, in discussion with support agencies wrapping around the child to support their attendance at school, court action will be taken. There is a \$150 - \$450 fine that can be imposed if the parents/caregivers are found guilty in court.

Continual lateness is of concern also. It is important that children are at school on time every morning. This supports children to:

- Ⓢ Prepare themselves for the school day
- Ⓢ Meet and greet their teacher and the other children before learning sessions begin
- Ⓢ Be available for all the organisational information that children get at the beginning of the day
- Ⓢ Receive initial teaching and instruction at this time and know what is expected from them without having to have this all clarified for them on arrival

Arriving by 8:15am each morning would enable this all to happen.

Students arriving late to school:

Students who arrive late to school (after the 8:30am bell) are required to be signed in at the front of the school by their parent/caregiver/whanau member that is dropping them at school. Sign in involves the date, child's name, room number, reason for lateness, time of arrival at school, adult signature. This information then supports attendance information kept for MOE audit purposes.

Once this information have been completed, the student goes to class taking a yellow "late arrival" card with them to their teacher. This ensures the teacher knows enrolment information for the day has been added into the school system for attendance Health and Safety reasons.

Parking spaces are available at the front of the school in the visitors carpark in order that students who are late can be dropped off. Parents should not park on yellow no parking lines in front of the school – this supports other vehicles to exit the school more easily and visibility in front of the school office to be maintained for safety purposes.

All documentation re absences/lateness are kept in file for MOE attendance audit purposes.

