

# SUNNYBRAE NORMAL SCHOOL

## ATTENDANCE POLICY

Adopted by BoT July 1992

Reviewed on a 4-yearly cycle – last review February 2017

### **Rationale**

Attendance at school is compulsory between the ages of 6 and 16 years. The School values and actively promotes regular attendance as being essential to a sound education.

### **Guidelines**

1. The School will be open in accordance with the regulations specified by the Ministry of Education and students are expected to be at school when the School is open, unless there is a justifiable reason for them to be absent.
2. Encouraging students in good attendance habits is basic to sound education.
3. It is the responsibility of parents to send their children to school and the responsibility of teachers to monitor attendance and to enquire into situations where attendance is irregular. Effective, proactive communication between home and school ensures that attendance problems are handled smoothly.
4. Procedures for handling absences will be clear, straightforward, and understood by parents, teachers and students.
5. We acknowledge there are times when children will not be able to attend school for justifiable reasons. There are also times when educationally it will be appropriate for students to be elsewhere on school days. Culturally we will be sensitive to the needs of all students.

### **Procedures**

1. Teachers will ensure their Attendance Register is completely accurate and marked twice daily. The School's Register Guidelines are provided annually by the Principal.
2. Parents are requested to notify the office of a student's absence due to sickness; no note is required. This can be done by phoning the office, emailing or by submitting an absence notification through the school website. For medical/health appointments, parents will make contact with the office or class teachers.
3. For absences other than health, the parents will discuss the matter with the class teacher and Principal. Parents must make a request in writing to the Principal prior to taking children on holiday during term time.
4. Students must always be collected from the office if being picked up for appointments during the day, or being withdrawn early. Parents must sign their children out and state the reason for early withdrawal. The Office Manager monitors this and informs the Principal regularly.
5. Office staff will check registers each morning after roll call and endeavour to contact parents/caregivers for un-notified absences.
6. Regular analysis of attendance will be completed for all students, with particular attention made to any at-risk students, e.g. ethnic groups. Should irregular attendance be apparent, the teacher will notify the Principal who will contact the family concerned. Should irregular attendance continue, the Principal will meet with the parents. Should irregular attendance persist, the Ministry Attendance Service will be contacted for support.
7. Students are acknowledged for 100% attendance at the end of each year. Details of an individual student's attendance will be provided through their Progress Folder.

BoT Chairperson: \_\_\_\_\_ Principal: \_\_\_\_\_ Date: \_\_\_\_\_