

# ABSENCE PROCEDURE & RESPONSIBILITIES

**Student Absence** Parent / Caregiver rings up school before 9.00 am, absence is explained and information entered.

**Unexplained Absences** If absence is not explained the Attendance Officer will attempt to phone home. If there is no response, Truancy service will be contacted by fax by 10.00 am (for students under 16). Students over 16 will be referred to the Dean.

**Pastoral or Discipline** If there are some pastoral or discipline issues involved in absences the Dean or a member of the Senior Management Team will attend to the matter.

**Absences** Daily computer printouts of attendance will be provided to Deans by the Attendance Officer. Deans are to meet with students and families, when attendance is not reaching school expectations and attempt to resolve issues.

Parents/caregivers are to be advised **in writing** of concerns. Copies of communication re-attendance must be held on the student's file in the office.

**Patterns of Poor Attendance** Where a pattern of poor attendance has developed and there are no signs of improvement despite pastoral interventions, the ROCK ON Process shall be followed.

## After consecutive days of absence and the student is:

Under 16: Dean or Attendance Officer informs DP (Pr) who will then follow the NETS procedure.

16 and over: Dean or Attendance Officer informs DP (Pr) and a decision will be made whether to take the student off the roll.

## Intermittent Unjustified Absence

If a student has missed one or more periods in a day, without explanation, he /she may be required to complete school detentions as determined by the dean or SMT (usually 1 hour for each lesson missed)



## Lates

- All students arriving late to School should have a note from home explaining the reason for lateness. They need to report to their tutor by 9am.
- Students arriving after 9am are to report to Senior Management Team.
- All students arriving at school late may be given a detention.
- Parents / caregivers of students with a pattern of lateness are to be contacted by Dean/Tutor.

## RESPONSIBILITIES

### **Students**

- Aim to attend daily, all lessons, on time
- Come prepared for learning – gear, uniform, homework – so that disruptions are reduced
- Monitor out-of-class activities & the effect of these on presence in class

### **Parents / Caregivers**

- Ensure young people attend school daily, on time.
- Provide explanations for any absences
- Ensure young people come prepared for school, so that minimal disruptions occur

### **Classroom teachers**

- Maintain period by period records
- Furnish daily returns on time

### **Tutors**

- Check Attendance printouts and identify patterns of poor attendance
- Maintain an orderly folder of weekly register printouts
- Refer students of concern to their dean

### **Deans**

Respond to any unjustified absence, or pattern of unjustified absence, or pattern of regular justified absence, by

- Meeting with the student
- Phoning or writing to the family
- Meeting with the family
- Visiting the family
- Referring to SMT

Maintains records of all communications with home (letters on file, outcomes of meetings on SMS)

### **SMT (DP)**

- Respond to unjustified absences.
  - Following the ROCK ON process.

### **Attendance Officer**

- Maintains accurate EAS records
- Advises DP when staff are not completing daily returns
- Refers concerns to Tokoroa Truancy Service (usually in consultation with DP or dean)
- Records calls made, letters sent & explanations offered
- Alerts SMT / Deans to concerns identified
- Provides daily printouts and weekly registers to tutors and deans
- Provides weekly absence summary to DP
- Compiles material as requested by DP, for ROCK ON process and other legal action.

## STUDENT ATTENDANCE

<b>T</b>	Unexplained/Truant	<b>C</b>	Attending a School Camp
<b>P</b>	Present	<b>X</b>	On Exam leave
<b>L</b>	Student Late for class	<b>O</b>	Student is on Overseas holiday
<b>S</b>	Sickbay	<b>B</b>	Family Circumstances / Bereavement
<b>D</b>	Doctor/Dentist Appointment	<b>K</b>	Attending a Teen Parent Unit
<b>I</b>	Internal school appointment – Dean, DP etc	<b>A</b>	Attending Alternative Education
<b>E</b>	Absent with an Explained, but unjustified reason	<b>Y</b>	Attending and Activity centre
<b>M</b>	Absent due to short-term illness/Medical reasons	<b>F</b>	Attending an off site course/class
<b>V</b>	Study Period	<b>H</b>	Attending a Health camp
<b>N</b>	On a school based activity with other students	<b>J</b>	Attending Justice court proceedings
<b>Q</b>	Attending a School trip	<b>U</b>	Temporarily withdrawn/Stood down
<b>W</b>	Work experience	<b>G</b>	Suspended
<b>R</b>	Removed (temporarily) from class		