

## Policy: Attendance

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### Policy Statement

Attendance is compulsory for New Zealand citizens and residents aged between 6-16 years. Students are required to attend whenever the school is open (Section 31 of the Education Act 1989). The research says that the fewer days students are at school, the less chance they have of achieving. Missing school is not just about missing learning, it's also about all the other opportunities that are missed. At Jireh Christian School, we promote the attendance of all students in their class, every school day.

### Procedural Guidelines

#### Class attendance

1. All teachers are responsible for checking attendance in their classes and for ensuring that absences are recorded accurately on the electronic roll.
2. Students are not to be sent outside rooms for disciplinary reasons. Rather, place them with another teacher or send them, as a last resort, with their books, bags and explanatory note to the Principal's or Deputy Principal's office, awaiting further instructions.
3. Students should be encouraged to use toilets at break times and not during class times, as far as possible.
4. Teachers should ensure that students who visit the toilet during class time return to class promptly.
5. Any student who claims he/she is sick must report to the office. In the case of an accident or acute illness, notify the office and follow first aid procedures. The office may call parents to collect the student, in which case the relevant absence will be noted by the office staff. If a student complains of illness or injury, treat it as genuine and either monitor the situation or send the student to the sick bay.

#### Attendance and punctuality

1. All students are expected to be at school whenever the school is officially open unless prevented by illness or for compassionate reasons. Requests for special leave should be directed to the Principal. Parents are requested to notify the school if students are absent. Office staff phone parents by 9:30 am on the day of the absence to ascertain the reason the electronic roll is marked accordingly. Parents requesting special leave for family holidays must do so in writing to the Principal.
2. This school has a closed campus. No student may leave the school grounds without permission. For students needing to leave school briefly for a valid reason, do so only with their parents or designated caregivers. In all cases of absence during the day, students must use the VisTab at reception before leaving and upon returning.
3. Students are expected to be punctual. The school programme starts at 8:45 am and students should arrive no later than 8:40 am. Students who do not get to class before the bell rings at the beginning of the school day are late for school and must report to the office. Repeated lateness without valid reasons will be viewed seriously and parents contacted.
4. All requests for extended absence, other than doctor's or dentist's appointments, should be referred to the Deputy Principal or Principal who will respond.

Review schedule: Triennially

**ADOPTED BY BOARD OF TRUSTEES**

Date	12 <sup>th</sup> September 2017	Chairperson <b>R Thornton (Acting)</b>
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Reviewed	Date	1 <sup>st</sup> September 2020	Chairperson <b>M Causley</b>
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