

# **Pahoia School Attendance Policy**

## **PURPOSE**

Enrolment and attendance at school is required by the Education Act 1989.

Student attendance, along with effective teaching, has the greatest influence on student engagement and achievement. All students must be present at school so they can participate and engage in learning. Parents and Boards of Trustees are legally responsible to ensure students' regular attendance at school.

By regulation, children are required to attend school unless prevented by illness or some special home circumstances. If a child is absent parents should ring, or text, the school office before 9:00am. If the school has not been notified of an absence then the school will call home between 9:30 and 10:00am to confirm the absence.

Students with high absenteeism are less likely to succeed in their learning. If a student misses five school days each term, or one day a fortnight, they will miss the equivalent of one year of school over 10 years. As the level of absenteeism grows, the difficulty of re-engaging in learning can grow exponentially. 90% or less attendance is considered problematic and a reason for intervention.

## **GUIDELINES**

- The Board of Trustees is responsible for ensuring that children attend school regularly. Attendance data and concerns will be provided at each Board Meeting in the Principal's Report.
- Parents are required to complete the school's enrolment form when a child is enrolled.
- The Admission Register will be accurately completed.
- Teachers will maintain accurate electronic Attendance Registers, which they will mark twice a day.
- Parents are expected to notify the school of reasons for absences.
- Parents will be contacted by teachers when attendance is irregular to understand the reasons, offer support where appropriate and create a plan to improve attendance..
- If the absentees continue, teachers will request support from the Senior Leadership Team (SLT).
- SLT will review the attendance record, the plans created and contact the family again to seek improvement, taking into consideration all mitigating circumstances.
- Where no improvement has been achieved the SLT may contact the parents via a formal letter, again offering support to improve attendance, and informing them of the next steps.
- If there is no improvement within three weeks the Board of Trustees will be informed and will consider possible options; whether additional support can be provided and, in extreme cases, the matter may be handed to the Truancy Agency.
- If there is an improvement, the child will continue to be closely monitored to ensure attendance levels are maintained.