

Attendance Policy

Rationale:

Good attendance has a direct impact on the quality of student's learning and their experiences at school. This policy supports the promotion of good attendance, the active monitoring of attendance and acting on that information for the benefit of student learning.

The Principal shall:

1. Create an environment in which good attendance and punctuality are the norm and are valued by the school taking proactive steps to ensure student attendance is maximised.
2. Report to the Board on an annual basis, providing a full attendance analysis, issues identified, a review of supporting activities in place and any suggestions required to address identified issues.
3. Develop protocols for the recording of student attendance/absences and on the steps which the school will take in order to maximise student attendance.
4. Follow Ministry best practice guidelines for the recording of student attendance in the school's Student Management System (eTap). The protocols will include an outline of which kinds of absence the Principal will accept as 'justified', together with the steps to be taken in the case of 'unjustified' absences.
5. Maintain an effective means of communication with parents, pupils, staff and (MOE/governing bodies/support services) on all school attendance matters, by developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
6. Implement a strategy to inform parents/caregivers and the community-at-large about the school's policy on attendance/absences focussing on the importance and impact of attendance and punctuality as part of a child education.

Approved: August 2018

Review: August 2021