



Whakatane Intermediate School Board of Trustees **Student Attendance Policy**

Purposes

- To ensure that all students receive maximum opportunities to learn and make progress by being in regular attendance at college.
- To take all reasonable steps to ensure the attendance of students enrolled at the school (Education Act, s31).

The Board of Trustees is responsible for ensuring that all students over the age of 6 attend school every day that the school is open. (Education Act 1989, sec 31)

Objectives

1. Records of daily attendance are kept for all students, and satisfactory attendance is regularly monitored by the principal and staff.
2. Parents are required to inform the school by written note or telephone call to notify absences of their children, preferably on or before the day of their absence. All such calls and letters are logged.
3. The principal is responsible to the board for taking prompt action in all cases of unsatisfactory attendance.
4. The principal provides the board with a truancy status report which identifies cases of truancy and the remedial action taken. Reports are made to the board in months when truancy has occurred.
5. The principal liaises with appropriate agencies to follow up consistently unsatisfactory attendance and unexplained absences.
6. Parents/caregivers are informed of attendance requirements at the time when they enrol their children at the school.

Effectiveness Self-Review

- 1 This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
- 2 The review will be conducted in the form of a **board and staff** survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

March 12, 2017 version adopted

.....
Chairperson

.....
Principal

.....
Date