

ST JOSEPH'S SCHOOL TIMARU TRUANCY PROCEDURE



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus, is part of a life long process leading to a full and rewarding life.

The Board of Trustees are legally required to take all reasonable steps to ensure enrolled students attend school every day unless there is a justifiable reason for absence.

GUIDELINES

1. An Electronic Record of Attendance will be kept for all students.
2. Accurate records of absences, telephone calls, home visits, letters sent and explanations given (*including time, date and place*) must be kept by those involved.
3. The Principal is to be notified immediately if students who have come to school in the morning, leave school or cannot be found.
4. Students who have failed to attend school without reasonable excuse, or have been absent for five continuous school days, or whose absences have been one or more days every week or patterns of several days absence shall be referred to the Principal for action as part of the second tier of the Behaviour Management Programme. Parents/Caregivers are to be fully advised of instances of truancy by their children and the consequences.
5. A referral to Attendance Services can be made through the Principal; where necessary.
6. Where any student has failed to attend school without reasonable excuse and required interventions have failed to ensure a return to school attendance, or the absences have been continuous for 20 school days, or one or more days a week, or patterns of several days absence which persist for a school term; the truant will be referred to the Attendance Service. Any student who has not attended school for twenty school days without written reason will be withdrawn from the school register. The Truancy Service will be notified of this action.

Reviewed:

March 2020

Next Review Date: 2023