

# WAIPARA PRIMARY SCHOOL

## NAG 6

### Attendance Policy

#### Rationale:

Boards of Trustees are legally required (S.25 Education Act 1989) to take all reasonable steps to ensure pupils enrolled in the school, attend the school whenever it is open for instruction. We will strive to ensure new entrant children make a smooth transition to school, regularly attending once they are enrolled.

#### Purposes:

1. To ensure that both staff and parents/caregivers have knowledge of procedures in case of absence of children from school.
2. To ensure that children on the school roll are accounted for at all times.
3. To keep an accurate admission/withdrawal register and a register of daily attendance for all pupils attending the school.
4. To follow up any unexplained absences and take the necessary steps to ensure attendance is regular.

#### Guidelines:

1. The Board of Trustees will comply with regulations as set out in the Education Act 1989 and its amendments.
2. Children enrolled at school are required to be present at school whenever it is open for instruction.
3. The Principal is empowered by the Act to grant exemption for a short period, if it is considered to be justified.
4. All requests for regular release from school to attend out of school tuition or any other reasons will be directed to the Principal in writing.
5. A telephone call to the school from the parent/caregiver, a note with a sibling or an email, is expected if the child will be absent and if the call is not received, then the school will phone the family concerned regarding the absence. This is to be recorded on the daily absence sheet.
6. Any pattern of unexplained absences or consistent lateness will be investigated, recorded and assessed by the Principal.
7. Daily attendance data will be recorded twice daily (between 9.00–9.30am and 1.30–2.00pm) and checked by the Principal once a term.
8. Pupils will be removed from the school roll after being absent for 20 consecutive days if the school has not been notified that they are leaving. Follow up will be made by the school.
9. The Attendance Officer will be used to follow up serious cases of absenteeism.
10. Children are given the opportunity to attend pre-entry visits at suitable times, prior to their start date.

#### Conclusion:

As attendance problems often begin early in school life, it is necessary for the school to develop effective means of detecting and dealing with them.

Signed: Victoria McGuckin

Date: 24 September, 2020