



Richmond Road School Attendance Policy

This policy will be going to the board for review at their meeting on the 25th May. If you would like to comment on this policy, please contact the school by email, letter or appointment by Friday 22nd May.

Introduction

Attendance is compulsory for New Zealand citizens and residents aged between 6-16 years. Students are required to attend whenever the school is open (The Education Act 1989). At Richmond Road School we promote the attendance of all students in their class, every school day.

Guidelines

1. The Board of Trustees will take all reasonable steps to ensure the attendance of students at Richmond Road School and meet legislative requirements via biannual reports from the principal.
2. The school will have a consistent system for monitoring daily attendance, punctuality, and marking of attendance registers. The school procedures for these are clearly and fully explained in the Staff Handbook.
3. School staff will work in partnership with parents/caregivers/whanau to ensure regular attendance.
4. Class teachers have a responsibility to keep accurate records of punctuality, attendance and non-attendance in registers, and follow-up with up families whose children are regularly late or absent. Ropu leaders, the Deputy Principal and Principal will be involved where necessary.
5. An 'At Risk Register' will be kept to record the names of students whose attendance is causing concern and the action taken to resolve this. Action will include contacting the parents directly, and where necessary the Auckland City Truancy service.
6. Parents are discouraged from withdrawing children from school for personal business and holidays. Where this is unavoidable, parents should write a letter to the principal.
7. The school will keep the Ministry of Education's ENROL national database up-to-date.

Conclusion

Regular and punctual school attendance will enable the student, the family and the school to work together to optimise learning and ensure student safety.

Signed: _____
Ewen Mackenzie-Bowie (Board Chairperson)

Adopted on behalf of, and with the authority of the Board on _____

Next review date: _____