

BHBI School	Procedure
ATTENDANCE	NAG 6

RATIONALE:

Every child has the right to an education – from the age of six years there is a legal requirement for children to attend school. Parents and schools have an obligation to ensure children are enrolled in and are attending school.

PURPOSES:

1. To ensure the school is meeting the legal requirements governing the enrolment of students, records of attendance, archiving of records, audit requirements and hours of instruction. [Refer: Legislation Requirements; MOE requirement for Electronic Attendance Registers (eAR) excerpts from Circular 2010/19 [Reference].
2. To assist students to attend school on a regular basis; which is vital for effective learning.
3. To ensure that attendance is monitored and that the school has set procedures that will be followed in cases of truancy.
4. To ensure all enrolled students are accounted for daily at 8.55am and 1.25pm whether present or absent from school.
5. To give students the opportunity to develop personal skills, e.g. the importance of being punctual and accountable.
6. To ensure students are accounted for when transferring to another school.

GUIDELINES:

Attendance

1. The school will take pro-active steps to increase student attendance. The Principal will report to the Board of Trustees on student attendance at least once a year. Annual targets will be set if non-attendance becomes a concern.
2. Student attendance will be recorded two times a day through the School's Student Management System (SMS); together with the reason for any absence using the approved absence codes. [Appendix 4]
3. Parents will be requested to report student absences according to the protocols outlined in [Appendix 3]
4. Staff will manage the eAR (*Electronic Attendance Registers*) and follow-up on unexplained absences according to the procedures outlined in [Appendix 3].
5. The Principal will devise a strategy to inform parents/caregivers and the community-at-large about the school's policy and protocols on attendance/absences (and to keep the community aware of them on an ongoing basis).
7. Students may be taken out of school by their parents for outside tuition only at the Principal's discretion.

Taking Children From School

8. Students may only be taken by parents/caregivers from school during the school day with prior arrangement and/or permission of the school staff. Refer to student sign-in/sign-out procedures in [Appendix 3].

School Hours

9. The school is "open for instruction" as advised by MOE.
10. Teachers are not obliged to provide instructional material for children absent from school, but may do so, on a "case by case" discretionary basis, on advice from the Principal.

Truancy

11. For the purpose of acting on cases of truancy, Te Totara Primary School defines truancy as; *persistent failure to attend school, an absence where no information is provided, an unjustified absence from school and/or, children and young persons who are legally required to be enrolled at school.*
12. The Principal will take appropriate action regarding unjustified absence or irregular attendance recorded on the register; with regular updated information provided at school Administration Meetings, held weekly, to address concerns.
13. Follow-up action will be carried out using the procedures, the school will utilise the services of the MOE Attendance Service Application (ASA, electronic referral system) and Rock On when necessary and for recourse to prosecutions.

Students Transferring to Another School [ENROL]

14. Schools must withdraw a student from ENROL within 5 days of their last day of attendance. A student must be registered on ENROL within 5 days of their first day of attendance at a new school. If a student does not enrol at a new school within 20 days the school will be instructed to complete an online NETS form (through ENROL).
15. The Appendix section will be updated as required, taking into account any changes from the MOE or school practices.

CONCLUSION:

The school will act on concerns regarding student attendance by firstly communicating with parents. Other agencies will be involved when appropriate. Failure to attend school may be harmful to the child.

SCHOOL ATTENDANCE PROCEDURES

APPENDICES

- Appendix 1 *Excerpts from MOE Circular 2013/21*
Student Enrolments
- Appendix 2 *Excerpts from MOE Circular 2010/19*
Electronic Attendance Registers (eAR)
- Legislative requirements
 - Requirements for using an eAR
 - Attendance Management Requirements
 - Review of Attendance Management Processes
 - How the Electronic Attendance Electronically Calculates Attendance
- Excerpts from MOE Circular 2007/17*
Auditing of Roll Returns
- Audit Documentation required for Roll Returns for Resourcing Purposes
- Appendix 3 Protocols and Procedures on Student Attendance
- Appendix 4 Electronic Attendance Codes
- MOE Attendance Codes 2015
 - Clarifying Attendance
- Appendix 5 Steps to follow in response to student non-attendance at school

Additional
Reference
Management

MOE Attendance Matters – June 2011
Guidelines for Implementing an Effective Attendance

Plan

Refer Appendix 1 for Legislation, regulations, guidelines and advice

See link below:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/~media/MinEdu/Files/EducationSectors/PrimarySecondary/Attendance/AttendanceMatters.pdf>

APPENDIX 1

EXCERPTS FROM MOE CIRCULAR 2013/21
STUDENT ENROLMENTS

ENROL is the enrolment management system developed by the Ministry of Education to provide a central enrolment record for all students. The system is accessed at **www.educationaleaders.govt.nz**.

All schools will be using ENROL from January 2008. Appendix 1 sets out the enrolment rules and schools' responsibilities in using ENROL.

Important information about ENROL:

- All schools are required to use ENROL. ENROL replaces the paper Enrolment Record (E19/22A) and the Register of Admissions and Withdrawals (E19/2C). ENROL will be the master record of student enrolment for all students enrolled in New Zealand schools, including international fee paying students.
- ENROL will monitor the period between a student leaving one school and enrolling in the next. If a school does not update a student's ENROL record promptly the system will automatically notify the Non-Enrolled Truancy Services.
- **Please update a student's ENROL record as soon as they start at or leave your school. Students who are incorrectly identified as non-enrolled create extra work for their previous school and make it difficult for the Ministry to identify students who have genuinely become non-enrolled.**
- You will be able to access a student's 'Teaching and Learning Notes' when you enrol him or her. Teaching and Learning Notes let you know whether there is anything you may wish to discuss with the student's previous school in order to help them settle in your school.
- Parents are required to provide you with an official document, such as a New Zealand Birth Certificate, to verify the student's name, date of birth, and that he or she is entitled to enrol for free education when enrolling a child for the first time. Thereafter ENROL remembers those details and subsequent schools need not request them.
- Only authorised users in your school can access ENROL and update student records. District Health Board staff will also have restricted access in order to update student records with results from the hearing and vision tests they conduct.
- Parents can request copies or corrections of the information held in ENROL about their child. Students can also request information about themselves. Requests can be made to a student's current school or to the Ministry.

RULES FOR STUDENT ENROLMENT AND SCHOOLS' RESPONSIBILITIES IN USING ENROL

Definitions

In these rules, unless the context otherwise requires, -

"Authorised User" means a person who has completed a User Authorisation Form and who has been provided with access to ENROL by the Ministry.

"ENROL" means the enrolment management system established by the Ministry to provide a central enrolment record for all school students. The system is accessed at www.educationaleaders.govt.nz

"Ministry" means the Ministry of Education.

"Parent" means a person who is a student's mother, father, or guardian.

"Principal" means the Principal of a registered school.

"Student" means a person enrolled in a registered school as a student, whether as a domestic student or an international student.

"Task" means an action, which has been initiated by ENROL, that a school must complete.

Rule 1 - Enrolling a student

When enrolling a student, every Principal must ensure that:

- a. ENROL is checked to confirm whether an enrolment record already exists for the student when a student, whether domestic or international, enrolls in a school (Rule 2 explains when a new record will be required);
- b. ENROL is updated within 5 school days of the student being confirmed as attending the school. A student is not officially enrolled at the school unless indicated as such within ENROL;
- c. where a student, who is not a New Zealand citizen, Australian citizen or New Zealand resident, transfers to another school, ENROL is updated with:
 - the criteria used to confirm the student's eligibility status, e.g. New Zealand Citizen, New Zealand Resident, Domestic Student Visa (dependant of a person holding a valid work permit);
 - the type of verification document used to verify the eligibility status and the serial number; and
 - the student's country of citizenship;
- d. a student's eligibility status in ENROL is updated where the student's domestic eligibility status has changed (please refer to Circular 2012/01 - Eligibility for enrolment in New Zealand schools);
- e. where a student wishes to be enrolled under an alternative name, that name must be entered in the aliases field on the same enrolment record as the student's legal name;
- f. he or she liaises with the Principal of the other school where there is a conflict over the enrolment of a student, i.e. when one school is enrolling a student who has been confirmed as still enrolled at and attending another school; and
- g. he or she confirms with the parent that, if the 'Keep Information Private' checkbox is activated, this requirement should continue (Rule 5(i) of the circular explains when this checkbox should be used). If the Principal clears this checkbox then he or she must be satisfied that appropriate authorisation has been given to remove the checkbox.

Rule 2 - Creating records in ENROL

Schools must only create new ENROL records for:

- new entrants;
- international students entering a New Zealand school for the first time; and
- students who are returning to the New Zealand school system from overseas who have not previously attended a New Zealand school since ENROL has been in use

When creating a record in ENROL, every Principal must ensure that:

- a. the student does not have an existing record by searching using the "Find a student" function, remembering to set the "Not at my school option" (if unsure please call the Ministry's Contact Centre); and
- b. all the mandatory fields in the new record are completed.

Rule 3 - Withdrawing students

Every Principal must ensure that:

- a. a student's record in ENROL is updated within 5 school days of their last day of attendance with the student's departure information;
- b. ENROL is updated with the appropriate leaving reason(s), teaching and learning note(s) where necessary, and the correct last day of attendance when:
 - the school has been advised that the student is no longer attending the school;
 - the student has been absent for 20 school days without the Principal being informed that the absence is only temporary; or
 - the student has been absent for less than 20 days but the Principal has reason to believe they will not return to school;

Updating the ENROL record with the student's intended school and the student's reason for leaving will help the Ministry find the student promptly if they do not enrol in another school.

- c. supporting information has been kept on the student's file in the school when teaching and learning notes are included on a student's ENROL record;
- d. students that have exclusion remain on the school roll as per section 17c of the Education Act 1989 until another school enrolls the student or they receive an appropriate exemption. A student should also remain on the school roll if the Principal has an expectation that he or she will return to regular attendance (for example, where there is a truancy related court proceeding underway); and
- e. students that have applied for either an early leaving exemption or home-schooling exemption, remain attending school (and enrolled in ENROL) until the exemption is approved by the Ministry. The Ministry will then update the students record in ENROL to reflect the last day of attendance at the school.

Rule 4 - Non-enrolment notifications

Every Principal must ensure that:

- a. the non-enrolment notification form is completed and emailed to the Ministry as soon as possible but within **5 school days** when a non-enrolment notification task is sent to a school from ENROL. These tasks cannot be cancelled and need to be completed for all students. Users may submit an immediate non-enrolment notification for a student when withdrawing him or her in ENROL by ticking the checkbox to send an non-enrolment notification immediately; and
- b. all contact details for the student held by the school, and any additional information (e.g. involvement with other agencies) that will assist with locating the student, are entered on the form. Comments should also include appropriate information about what the school has done to resolve the student's non-attendance before the student withdrew from school.

If you receive a non-enrolment notification and you are aware the student is attending another school please notify that school and ask them to complete the enrolment process.

Rule 5 - School and other user responsibilities

Schools' obligations as set out in the National Administration Guidelines and National Education Guidelines extend to all students on the school's roll, including those who are attending at offsite centres.

Every Principal must ensure that:

- a. ENROL is updated for all the school's students, which includes those students who are attending offsite centres such as: Kura Teina satellites; special education satellite classes; Teen Parent Units; Activity Centres; Alternative Education; and, Regional Health Schools;
- b. every student enrolled at the school is recorded in ENROL in accordance with these rules;
- c. the data in ENROL relating to the students currently enrolled in the school is maintained accurately and promptly by the school's authorised users;
- d. enrolment changes are updated in ENROL within 5 school days;
- e. tasks generated by ENROL, which relate to a student enrolled or previously enrolled in the school, are completed as soon as possible, but within 5 school days;
- f. the Ministry of Education is advised immediately when an authorised user no longer requires access to ENROL;
- g. all reasonable steps are taken to ensure that school employees are aware of their obligations in respect of the appropriate use and protection of personal information in ENROL;
- h. the school provides parents and students with the information sheet provided by the Ministry when the student enrolls. The information sheet will explain:
 - the purpose of ENROL;
 - who the authorised users of ENROL are and their obligations and responsibilities in respect of their use of ENROL;
 - that information related to the student's enrolment will be available to the next school;
 - that parents and students are entitled to request access to and/or correction of, their personal information held in ENROL from the current school of enrolment or the Ministry; and students' entitlements and parents' obligations in respect of enrolment.

The "ENROL Information Sheet for Parents" is available for download from www.minedu.govt.nz/enrol in both English and Māori.

- i. the 'Keep Information Private' check box is activated on the student's ENROL record in the following circumstances:
 - the Principal is notified that one of the following exist: a protection order under the Domestic Violence Act 1995, a restraining order under the Harassment Act 1997, or where the student or a family member is under a witness protection programme under the Evidence Act 1958, or
 - where the Principal has reasonable cause to believe the student is likely to be at significant risk if the checkbox is not activated;
- j. he or she complies with all relevant legislation when responding to requests for information from a student or parent;

- k. the school's own enrolment record is completed and signed by the parent(s) and/or student;
- l. a copy of the school's enrolment form for the student is retained for seven years after the student has left the school (retained electronically via SMS); and
- m. E19/22A forms for students who were enrolled under the previous paper system are retained for the period of seven years after the students have left the school. Every authorised ENROL user must:
 - n. use ENROL only for the purpose of facilitating and monitoring the accurate and efficient enrolment of students; and
 - o. not share a user logon or password with any other person and must protect the password to prevent unauthorised access to the system. Every authorised ENROL user in a District Health Board must:
- p. use ENROL only for the purpose of updating a student's enrolment record with hearing and vision test results.

Rule 5 - Schools exempt from using ENROL

- a. These rules apply to all schools apart from those that have received a written exemption letter from the Ministry of Education.
- b. The Ministry of Education may set conditions for any exemption.

APPENDIX 2

EXCERPTS FROM MOE CIRCULAR 2010/19 ELECTRONIC ATTENDANCE REGISTERS (eAR)

LEGISLATIVE REQUIREMENTS

The Education Act 1989 ("the Act") and the Education (School Attendance) Regulations 1951 ("the Regulations") impose legal obligations on school Boards of Trustees, Principals, teachers, and parents that relate to students' enrolment and attendance at school.

Every person who is required to be enrolled at a registered school must attend the school whenever it is open unless they are exempted from attendance in accordance with the Act.

The Regulations require that all schools must:

- Maintain accurate daily attendance registers for all students enrolled in the school
- Use an attendance register in the approved form to record student attendance

School attendance registers are legal records which may be used in court proceedings. These registers must be retained for at least seven years from the date of the last entry. After seven years, the attendance registers may be destroyed with the approval of the Board of Trustees in the case of state and state integrated schools, or with the approval of the manager in the case of private schools.

REQUIREMENTS FOR USING AN eAR (ELECTRONIC ATTENDANCE REGISTER)

Schools using an electronic attendance register must:

- Be using a Student Management System (SMS) which is Ministry of Education approved to be used for electronic attendance registers

- Have attendance processes that ensure timely and accurate collection, recording, monitoring and reporting of student attendance
- Have attendance processes which provide the required information to meet the legal requirement to provide accurate roll returns
- At the end of each term print and archive (for seven years) a paper copy of the Term Attendance Registers for each homeroom, or form/tutor/whānau group.

ATTENDANCE MANAGEMENT REQUIREMENTS

Schools must comply with the following attendance management requirements when using an eAR:

- Students must be marked absent or present during the course of every school day as required by the Act and Regulations (attendance must be marked mornings and afternoons for students taught in homeroom situations and period-by-period for students who move from teacher to teacher during the course of a day)
- Attendance must be marked during class time by the teacher with the students in front of them (either by marking attendance directly into the SMS or by manually marking a full class list to use as the basis for later data entry)
- All absences must be appropriately coded in the SMS (entering an explanation in the comment section of the SMS is good practice)
- All unexplained absences must be followed up and reported to parents and caregivers as soon as possible
- As soon as an unexplained absence is resolved, the SMS must be updated with the appropriate code (entering an explanation in the comment section of the SMS is good practice)
- School management must follow up instances where attendance is not marked by the teacher responsible and address the matter in an appropriate and timely manner
- Student's with continuous and/or regular absences must be identified and monitored.

REVIEW OF ATTENDANCE MANAGEMENT PROCESSES

Schools' attendance management processes will be reviewed by a Ministry Resourcing Auditor as part of a resourcing audit. School must provide a computer, with access to the school's SMS, for use by the Ministry's Resourcing Auditors during a resourcing audit.

Schools should have documented attendance procedures defining roles and responsibilities which are clearly advised to staff (teaching, administration and management); with regular monitoring to ensure that the attendance procedures are being followed.

The Resourcing Auditor will report to the school's Board of Trustees and Principal on how the school is complying with the attendance requirements. The Resourcing Auditor will also advise the school on how to improve the attendance processes if the school has:

- Inadequate attendance processes
- Inadequate monitoring of attendance
- Attendance or monitoring processes which lack accuracy and/or completeness
- The inability to produce an accurate roll return.

The school will then be subject to further Ministry audits to verify that the school's attendance and roll return processes have been amended to meet the requirements.

HOW THE ELECTRONIC ATTENDANCE REGISTER CALCULATES ATTENDANCE

The school's Student Management System creates the electronic attendance register which records the attendance of each student. Each student is recorded on the register as being present for zero, one or two ½ days.

The following points outline how attendance is recorded:

- Zero ½ days - no attendance or less than two hours attendance for tuition in a school day.
- One ½ day - attendance for tuition for more than two hours but less than four hours in a school day.
- Two ½ days - attendance for tuition for at least four hours in a school day.

Students will almost always be required to be at school for longer than four hours. The Act requires students to attend school whenever it is open and this is generally for more than four hours.

AUDIT DOCUMENTATION REQUIRED FOR ROLL RETURNS FOR RESOURCING PURPOSES

All schools must ensure that the following documentation is accurately prepared and retained, and available to the Ministry's Resourcing Auditor's when the school roll returns are audited.

- Electronic attendance registers for every class printed at the end of each term of the current school year.
- A full School Audit Roll printed at the same time as the Roll Return that was submitted to the MOE, and retained with the school's copy of that Roll Return.
- Audit Class Lists completed manually by class teachers.
- For Schools using manual attendance registers, the Audit Class List is required to be completed **for three days**, one school day prior to count day, the day of count and one school day following the count day.
- The SMS has been formatted to produce these audit class lists for the roll returns.

APPENDIX 3

PROTOCOLS & PROCEDURES ON STUDENT ATTENDANCE

RECORDING ATTENDANCE:

1. Student attendance will be recorded two times a day, at the beginning of morning school, and at the beginning of afternoon school. This will be done, either electronically by the class teacher using the school's Student Management System in the classroom, or by a paper roll if the SMS system is unavailable. Relieving teachers will be required to record the attendance/absence information on a pre-populated manual roll, which will be sent within 30 minutes to the School Office.

2. The School Office or the class teacher will subsequently record in the SMS the reason for each student's absence, using the Attendance Codes 2015. [See Appendix 4]
3. At times a physical roll will be marked, and updated electronically later on (e.g. school camps).

STUDENTS ARRIVING LATE:

4. Students arriving at school late will be required to report first to the School Office and sign-in using the VisTab tablet. The School Office will record the lateness in the SMS and issue the student with a "Late Pass" to take to their class teacher.

UNEXPLAINED ABSENCES AND INFORMING PARENTS/CAREGIVERS:

- 5a. As soon as possible (before 9:30am/1:50pm if afternoon absence) parents of students who are inexplicably absent are sent a text via the SMS or phoned to determine the reason for non-attendance. A message is left on both their mobile phone and landline (if possible). If they are unable to be contacted it is to be recorded on the SMS.
- b. When an explanation is received by the School Office it will be entered into the SMS, using the Attendance Codes 2015.

IF THE ROLL IS NOT MARKED:

6. The School Office will primarily alert the classroom teacher if the roll has not been marked by 9.30am. The Principal will address anomalies and concerns with the relevant person and follow-up to ensure procedures are adhered too in the future.

STUDENT SIGN-IN/OUT:

7. If a student is required to leave school during the school day, the student must be signed out at the School Office using the VisTab tablet by the parent/caregiver or Office Staff before leaving the school grounds. When/if the student returns to school later in the day, (s)he or parent/caregiver, will be required to report to the School Office upon arrival and sign-in using the VisTab tablet. The student will be issued with a Pass, to present to the class teacher. In this way the School Office will be able to record justified absences, occurring during the course of the day, in the SMS.
8. If a student is found to be absent without explanation during the course of the school day, it is first and foremost a personal safety issue before being an attendance issue. Teachers must notify the School Office immediately a student is deemed 'missing'.

IMPENDING ABSENCE:

9. Whenever possible, parents/caregivers will be encouraged to advise the school of an impending absence ahead of time through correspondence with the Principal or School Office. When this is not possible, then parents/caregivers

will be asked to inform the Principal/School Office as soon as possible after the event (e.g. by phone on the day of a student's illness, or by note on the first day when the student returns to school).

EXPLANATIONS:

10. The following methods of explaining student absences, either before or after the event, will be accepted from parents/caregivers:
 - a. a phone call/voicemail message
 - b. a text message
 - c. a school app notification
 - d. a face-to-face explanation
 - e. a handwritten note from the parent/caregiver
 - f. an e-mail message to school stating:
 - (i) *the student's name*
 - (ii) *the date of the absence; and*
 - (iii) *the reason for the absence*
 - g. a Medical Certificate from a health professional may be required after 3 consecutive day's absence; as deemed appropriate by the Principal.

EMERGENCY EVACUATION - ROLL CALL:

11. During an emergency evacuation the School Office staff will take the VisTab tablet, an Ipad (if available) and the yellow Fire Drill & Lock Down Folder (located in the Administration Managers Office) to the assembly point to cross check with teachers if necessary.

UNJUSTIFIED ABSENCE - RESPONSE:

12. If a student has three days of unjustified absences or attendance is causing concern, then the Principal may send a letter to the family.

ENROLMENT PACK:

14. Information on attendance requirements and absence protocols will be given to parents/caregivers as part of the school's Enrolment Pack (Information Booklet). This information will also be placed on the school's website and a reminder notice will be put in the school newsletter at least once a year. If generic problems arise from time-to-time over student absences, then a further notice about the issue(s) will be put in the school newsletter. The Principal will be responsible for all this information.

ROLL AUDIT:

15. Roll Returns are paperless and will be electronically sent through to the Ministry of Education. The school will designate an approver of the "Roll Return" (Principal) who will open up each of the Roll Return tables and confirm or reject the table. Once this is done, the approver or administrator can send the return electronically to the Ministry of Education as they normally would in their SMS. The School Office will do the usual data entry for teacher's unable to enter data into the computer in the classroom (manual roll). Roll Return dates are twice yearly on 1st March and 1st July.

PRINCIPAL'S DISCRETION:

16. In the case of a student who is engaging in learning that is taking place not under the direct supervision of the school, the Principal will use his/her discretion to decide as to whether the student will be marked as present or absent from school. Each case will be taken on its merits.

ARCHIVING OF ELECTRONIC ATTENDANCE REGISTERS:

17. A hardcopy print out of the summary pages for each class will be filed annually and held in the archives for 7 years.

APPENDIX 4

ATTENDANCE CODES 2015 *(most applicable partial list)*



School Code	Classroom	Reason	Definition or Explanation
?	Not in class	Unknown reason <i>(A temporary code)</i>	This is the initial entry for a student not in class and the reason is unknown. It will be edited as relevant information becomes available about the reason for non attendance. If required the SMS can be set by the school to automatically change the “?” to a T after a configurable number of school days (e.g. 7).
P	In class	Present	Student is in his/her regular class. <i>(This includes supervised study)</i>
L	In class	Student Late for class	School policy will determine when this code is used e.g. School policy may recommend that a student arriving after 8.55am is coded “L” <i>Note: this code does not contribute to the schools absence or truancy rate.</i>
S	Not in class	Sickbay	Student is known to be in the school's sickbay.
D	Not in class	Medical Appointment – doctor or dentist	Current legislation means this type of absence is counted as present for ½ day summaries. There must be documentation verifying the appointment. This code is not to be used for a stay in hospital. Use code “M”.
E	Not in class	Student is absent with an Explained, but unjustified reason	The explanation for the absence is accepted by the school as the reason for the absence, but the reason does not fit within the school's policy as a justifiable reason to take the student off school <i>(even though the parents may think it is justified and may have provided a written explanation)</i> e.g. “Molly had to stay home to look after her younger brother”. For New Zealand and overseas holidays use code “G” – see below.
M	Not in class	Student absent due to short-term illness/medical reason	Student is at home, or in hospital, because of illness or other medical reason. Depending on school policy a Medical Certificate may be requested for prolonged illness e.g. three days, or as policy requires.
J	Not in class	Justified absence – reason for absence within the school policy	Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions etc. Planned non-attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas. Approved absence (including overseas) can also include

			bereavement, visiting an ill relative, exceptional family circumstances or a section 27.
G	No in class	Holiday during term time	When a student is on a New Zealand or Overseas holiday during the term time, the absence is Unjustified. A parent' note does not provide justification.
T	Not in class	No information provided – truant (or throw-away explanation)	An absence where no explanation is received, or the explanation is trivial (<i>throw-away</i>): <i>I didn't feel like maths so I took the period off...</i> <i>I had to finish an important assignment...</i> <i>We had a test and I wasn't ready for it...</i> <i>I went to the shops....</i> <i>I went to the river.....</i>
N	Not in class	On a school based activity	A school-based (on-site) activity. Cultural/sporting presentation/practice including swimming/athletic sports One-to-one tuition either as tutor or tutored.
Q	Not in class	On a school based activity	A school organised off-site activity including overseas school trip (sporting, cultural or academic) or a school camp.
O	Not in class	Justified overseas	A student accompanying or visiting a family member who is on an overseas posting e.g. military or diplomatic. (Up to 15 weeks)
H	Not in class	Attending a Health Camp/Regional Health School/Residential School.	The student is not in class but in an approved environment for which the school is entitled to be funded.
U	Not in class	Student is Stood Down or Suspended	Student is Stood Down or suspended according to the conditions of Section 14 of the Educational Act 1989. This code is for the period of the stand down/suspension. It does not include the day the Stand Down was imposed.

CLARIFYING ATTENDANCE:

Justified Absence	Unjustified Absence
Cultural or sporting representation (regional or national)	No explanation - truanting
Overseas – accompanying parent on overseas posting e.g. Military, diplomatic, occupational	Fishing, calving season, any farming 'pressure' season.
Bereavement	Holiday in New Zealand/Overseas
Force majeure - road closure, flooding, bus breakdown, car accident, flood, fire	Sleeping in. Recovering from weekend's activities Sales/shopping/birthday. Cat run over.
Exceptional family circumstances - (many of these can be very sensitive and involve other agencies) - domestic violence, protection order, family separation, etc.	Babysitting (<i>could possibly fit into exceptional family circumstances?</i>). Mother sick - child had to cook and clean. Waiting at home for service person to call. Visiting (very) ill relative
Illness (hospitalisation) - may imply confidentiality and parents/caregivers could be reluctant to provide details. Sickness Appointments other than medical/dental	Staying away from home (caregivers may be away) with no means of transport to school.
Exam leave Ballet/music (etc) exam *	Taking the dog to the vet. Moving house, packing, unpacking
Bullying (follow up)	Working early morning - always late
Medical or dental appointment (these count as present in ½ day summary statistics).	Travel and attending sporting event or (rock) concert. Ballet/Music (etc) exam *
Internal school activity, appointments. School trip - sporting or cultural, camp (these count as present in ½ day summary statistics).	

- Sometimes excuses may be justified and unjustified. Remember guidelines used by a school do not preclude the Principal from using discretion over a specific student absence.

APPENDIX 5

STEPS TO FOLLOW IN RESPONSE TO STUDENT NON ATTENDANCE AT SCHOOL THAT IS A CONCERN:

Levels of Response

1. Unexplained absences - followed up per procedure (text and/or phone call).
2. Unjustified Absences - followed up per procedure.
3. If non-attendance is repeated in 2 consecutive terms - follow up may include a letter and/or appointment with the Principal.
4. Unexplained Intermittent Absences - e.g. regular pattern of lateness. Follow-up as per procedure.
5. Continued Irregular Attendance - Principal/DP/family meeting. Referral to the MOE Attendance Service Application (ASA, MOE Electronic Referral System).
6. Extreme Cases - Legal Action or Referral to Care and Protection Agencies. Before such action the school will have taken the following steps:
 - (a) Assessed the situation at a meeting of the School Board of Trustees. Matters such as offending, abuse and neglect, learning difficulties, and home problems will have been referred to appropriate services for resolution;
 - (b) Made home visits and/or convened a family meeting to explore solutions;
 - (c) Ensured that the family is fully advised of the difficulty both verbally and in writing, and in an appropriate language;
 - (d) Made modifications to school arrangements and programmes where deemed appropriate;
 - (e) Brought in other family, community and educational resources to assist;
 - (f) Allowed time for interventions to work.