



Attendance Procedures

Attendance procedures at Tauriko School ensure that children's rights to an education both under New Zealand law and the Human Rights Commission are met.

In New Zealand all children have a right to an education.

Children are considered to have unsatisfactory attendance at school over the course of the year if they miss 16 days of school or 8% of their time at school. This means that if a child has had 4 days off school in a term the school is concerned.

10% of a child's time at our school (Year 1 – Year 8) is 32 weeks (3 terms), and 20% is 64 weeks (6 terms) Children who are not at school do not learn as easily or with the same rate of progress as other children. Staff, parents, children and the community have responsibilities in this area.

- ✧ Parents are expected to write a note, ring or come into school, or fill in a form via the school website <http://www.tauriko.school.nz/1/pages/2-home> to inform the school their child is away **on their first day of absence**. If this does not happen, office staff will ring families to find out why children are away from school. This includes time out of school for holidays, which is not encouraged by the school.
- ✧ A medical certificate should be brought to school by parents if a child has five days off school covering the dates of the child's absence. If your child is of attendance concern to the school the school may require you to provide a medical certificate for each day of absence. You would be advised of this.
- ✧ Families who cannot be contacted or who have children who have a history of non-attendance at school are referred to the Truancy Officer, Graeme Leigh – Mackenzie. He will visit families and report back to the school. Sometimes, if there are on-going health problems, the children will be referred to the Public Health Nurse. Further support will be provided as appropriate.

If children are away for an unsatisfactory period of time parents are informed in writing and asked to meet with the Principal to discuss these concerns.

A second letter is then sent if necessary informing parents of the school's on-going concerns. The second letter invites parents/caregivers to come in to discuss the absences with the Principal.

If the child's attendance continues to be a problem a third letter is sent informing the parents that under a Truancy Protocol the child will be referred to Child Youth and Family Services (CYFs). CYFs will then make contact with the family.

If the situation is not resolved, in discussion with support agencies wrapping around the child to support their attendance at school, court action will be taken. There is a \$150 - \$450 fine that can be imposed if the parents/caregivers are found guilty in court.

Continual lateness is of concern also. It is important that children are at school on time every morning. This supports children to:

- Ⓢ Prepare themselves for the school day
- Ⓢ Meet and greet their teacher and the other children before learning sessions begin
- Ⓢ Be available for all the organisational information that children get at the beginning of the day
- Ⓢ Receive initial teaching and instruction at this time and know what is expected from them without having to have this all clarified for them on arrival

Arriving by 8:15am each morning would enable this all to happen.

Suzanne Billington

(Principal)