



# The Catlins Area School

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## Student Attendance

The Catlins Area School provides a broad range of curriculum options and opportunities and encourages students to participate fully in school life. Students are expected to attend school when required, and to be on time for classes. This policy applies for off-site activities as well, such as vocational courses, and EOTC activities.

We monitor the daily attendance of students to:

- ensure their safety both in getting to school, and in accounting for them in an emergency
- identify students with achievement, engagement, or other issues
- meet our legal responsibilities.

Parents and guardians also have legal obligations to ensure their children attend school. The school expects parents to:

- notify the school if their child is going to be absent by phone before 9 am
- try to arrange appointments etc. outside school hours or in holidays
- work with the school to manage any attendance issues.

Absences are unjustified unless the student is too sick to attend school, or has suffered a bereavement.

Attendance is monitored through our SMS, and parents are notified of absences and/or patterns of absences.

Attendance is recorded for each class, which parents can view in the parent portal. Students aged 6-16 who fall below 80% attendance are referred to the multi-agency Rock On Committee for support. Students over the age of 16 who fall below 80% attendance are interviewed by a member of the board of trustees and a member of the school leadership team to assess their ongoing commitment to education and their chosen pathway. All student attendance is closely monitored by the school.

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## Holidays During Term Time

Many families choose to take students out of school during term time for holidays. While overseas holiday experiences can be beneficial for students, the Education Act requires children to attend school each day that it is open for tuition. For this reason, holidays should only be taken during school holidays.

### Process for Term-time Leave Notification

Term time leave for a specific purpose must be submitted in writing to the Principal at least two school weeks in advance of the first day your child will be absent. If families choose to take term-time leave, work will not be provided for students, nor will teaching or assessing be suspended until the return of the child. The Ministry of Education requires the school to record such absences in the attendance system as 'notified but unjustified' e.g. truancy. Students who are continuously absent from school for an unjustified reason may be removed from the school roll.

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## Leaving school during the day

Students may not leave the school during school hours except by special arrangement – for example, a parent calls the main office for the student to attend a medical appointment. The

student must sign out at the office.

Year 13 students may leave school during lunch times and intervals. This permission can be withdrawn if the student abuses this privilege.

If a student becomes ill at school, follow the **procedure for sending sick students home**.

All teachers must comply with the school's standard schedule. Students should be in a class supervision situation until they are formally released at the bell time.

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## Unacceptable levels of absence

Unacceptable levels of absence are followed up with the student, and usually, their parent/guardian.

If the school cannot satisfactorily deal with a student's irregular attendance, the case will be referred to the **Attendance Service**.

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## Legislation

- Education Act 1989, including Education (Update) Amendment Act 2017

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## Resources

- **Ministry of Education Guidelines for schools on attendance**
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### IN THIS SECTION

#### **Attendance Register**

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*Last **scheduled review***

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*Last **internal review** Term 1, 2017*

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***Topic type** Generic*

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