



## **NAG 6 - Policy and Procedure**

### **Attendance and Electronic Register**

#### **Rationale**

The Education and Training Act 2020 requires that all children between the ages of six years of age and sixteen years of age must be enrolled in a registered school. The Principal is accountable to the Ministry of Education for the daily attendance of all students listed on the school attendance register.

A student must be marked absent or present during the course of every school day. It is most important that attendance be marked by teachers in an appropriate and timely manner.

#### **Purpose**

To keep an accurate daily record of each student's attendance at Kamo Primary School for every school day within a calendar year. This is a legal requirement and will be recorded electronically in eTap, our School Management System (SMS).

#### **Guidelines**

##### **Marking of the Electronic Register/Roll**

- Attendance is taken by classroom teachers who will mark an electronic register in eTap for their class twice per day at 9:00am and 1:50pm. The roll must be received at the office by 9:10am and 2:00pm each day.
- In the case of relief teachers being in a classroom, they will take a hard copy paper roll twice per day at the same times. This will be given to them by the office staff when they arrive at school. After the first attendance check of the day, this hard copy will be sent to the office for students' attendance to be recorded in eTap. The hard copy is then given back to the reliever for the afternoon mark and is again sent to the office to be entered in eTap.
- In the event of an emergency situation, the office staff will print a list of all children absent for that day.

##### **Coding Absences**

- The office staff, Principal or the classroom teachers are responsible for coding absences in eTap. This is based on information received about the absence.
- All absences must be appropriately coded in eTap.
- Parents, caregivers and whānau are expected to inform the school of a student's absence and the reason for this by 9:00am on the day they will not be attending school.
- The office staff in consultation with the Principal are responsible for maintaining the school's code set.

##### **Unexplained Absences**

- The office staff will update the reasons for absence once the school's phone messages, school cellphone and school app have been checked.



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

## Kamo Primary School

- As soon as an unexplained absence is resolved, eTap will be updated with the appropriate code. This will be completed by the office staff based on the information received about the absence.
- An attempt will be made by the office staff to contact parents, caregivers or whānau of students whose absence has not been explained. This may be via telephone, text or email.

### Continuous Unexplained Absences

- The Principal will be notified by the School Administrative Executive (SAE) if continuous or excessive unexplained absences occur, or if a pattern of absence develops.
- The parents, caregivers or whānau of a child who shows continuous or excessive unexplained absence, or a consistent pattern of absenteeism will be contacted by the Principal. The SAE will also send home a letter from eTap.
- If the unexplained absence continues, the parent, caregiver or whānau will be notified in writing that we are concerned with the number of absent days their child has had and who to contact to discuss this.
- Any further action will be decided after discussion between the Principal and the SAE. The Ministry of Education's Attendance Services will become involved at this point.
- All continuous unexplained absences which are longer than 20 consecutive school days must be dealt with in accordance with the Education and Training Act 2020 and the Education (School Attendance) Regulations 1951. We will refer to the Education and Training Act 2020 before removing a student from the roll to ensure their personal situation applies.
- Parents, caregivers and whānau are expected to keep the school advised of any changes to their contact phone numbers.

### Contact for Attendance Services

Tai Tokerau Attendance Service

Ngāpuhi Iwi Social Services

T: 09 401 5548

M: 027 445 6000

W: [www.ngapuhi.iwi.nz](http://www.ngapuhi.iwi.nz)

Signed:  Principal

Signed:  BoT Staff Representative

Reviewed: Term 3, 2021

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