



MARIST CATHOLIC SCHOOL

POLICY: Attendance

Marist Catholic School places strong emphasis on achieving equity, quality and excellence in educational outcomes for each student (2020 AD Beacon Goals of the New Zealand Council of Proprietors of Catholic Integrated Schools). In order to achieve this goal special attention is paid to the attendance of students throughout the year. Regular attendance at school is fundamental to student learning and students who attend school regularly are more likely to achieve educational success, and increase their career and life options.

The following procedures will ensure the monitoring of attendance and punctuality at both classroom and school wide levels.

Daily classroom procedures

- Student attendance and absence must be recorded accurately by the class teacher twice a day, mornings and afternoons
- Student attendance and absence is recorded electronically using the eTap attendance programme
- Student presence and absence is recorded using the following codes:

P = Present	F = Off-site Course	L = Late
J = Explained Justified	M = Medical/Sick	Q = School Camp
D = Doctor/Dentist	E = Explained Unjustified	
- All students should travel to and from school by the same means of transport after a school or class trip away

Daily office procedures

- Notification of absence by parents directly to the office will be recorded by school office staff on eTap
- Office staff will attempt to contact the parents and caregivers of a non-attending student every day that the student is absent without notification
- Office staff will maintain a record of all such attempts, and include the results and outcomes
- Any parent or caregiver wanting to take a child out of school during the day must sign the child out at the office, and give the 'sign out' card to the child's classroom teacher before leaving
- Where students arrive late (after the 9a.m. bell) they must report to the office and obtain a late pass
- Office staff update the classroom electronic rolls of latenesses

Follow up on student attendance and absence

- Class teacher or appropriate senior staff member to follow-up with parents or caregivers when student is unjustifiably absent
- In the case of repeated unjustified absence or lateness to school, class teacher or office staff to communicate this information to principal
- Principal will follow up repeated absences or lateness with parents and caregivers, initially through personal contact and, if necessary, with a formal letter
- Excellence in attendance will be acknowledged through the reporting to parents process
- Classroom and school-wide data will be collated, analyzed and used to improve school attendance rates at regular intervals during the year
- School attendance data will be reported to the board of trustees at least twice a year
- If necessary, the school will engage support agencies such as the Truancy Service or the Public Health Nurse to work with families to encourage attendance at school