

Pukerau School **Student Attendance Policy**



Purpose:

To ensure regular attendance of all children enrolled at Pukerau School.

To ensure children enrolled at school attend when school is open unless they have a valid reason.

Procedure:

1. Maintain accurate enrolment register (in the office) and daily attendance registers in the classrooms.
2. To comply with current legislation ie. Education Act 1989 Section 25 and 31
Education (School Attendance) Regulations
1951
3. Teachers to notify the office by 9am. of absences so parents/caregivers can be phoned.
4. Parents are informed via newsletters of the school requirements ie. Notify the school by phone or personally, if children are to be absent.
5. Staff are to monitor in their registers, any child who shows a pattern of absenteeism. The Principal is to be informed who will follow up with the parent/caregiver.
6. Any absenteeism of concern will be reported to the BOT

This policy will be reviewed as part of the Board's three year self review programme and is available to community members.

Signed.....Chairperson Date