



SCHOOL ATTENDANCE POLICY

School Vision: Developing the Character of God - Academic Excellence

Purpose:

1. Regular and punctual attendance at school is essential for learning and progress.
2. The Board of Trustees are responsible for monitoring all children's attendance.
3. To inform parents when attendance is irregular or unexplained.

Objectives:

1. Teachers mark the Attendance Register twice daily; first thing in the morning and immediately after lunch.
2. Parents will notify the school on the first day of their child's absence as early as possible before 8.40am.
3. The teachers will notify the office of unexplained absences by 9.30am.
4. The office staff will contact parents when the daily return causes concern as per attendance procedure.
5. When necessary a formal letter will be posted home to parents where irregular attendance is causing concern as per attendance procedure - from the Principal and co-signed by the Board of Trustees Chairperson.
6. Consistently high attendance will be acknowledge by teachers and Principal.
7. Reports will contain attendance data.
8. Children who are sick are not expected to attend school.
9. Parents carry responsibility to enrol their eligible children a registered school, (SS20 and 24 Education Act 1989) and to ensure they attend.
10. There are procedures under s.29 of the Act for unjustified irregular attendance.
11. Attendance Registers will be checked regularly and concerns noted.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent _____

BOT REVIEWED: 24 August 2016
November 2012