

## ATTENDANCE POLICY

### RATIONALE

Baradene College of the Sacred Heart provides an education with a Special Character reflecting its Catholic faith and five goals.

The school accepts the obligation to monitor the attendance patterns of students. Consistent attendance is one of the important precursors of educational achievement as well as being a legal obligation on the part of parents or guardians. As such, an individual's attendance at school should be closely observed and recorded.

The expectation that students at Baradene College will make every effort to attend school regularly should be clearly understood by all concerned. Pastoral care and/or disciplinary procedures may be used where necessary to ensure that this expectation is met.

### GUIDELINES

1. Attendance expectations will be clearly communicated to parents and students.
2. The school will take pro-active steps to increase student attendance.
3. Lateness procedures will be implemented.
4. Monitoring of student attendance will be done accurately and promptly by the Homeroom teacher and, if necessary, followed up by the Dean.
5. Truancy will be treated seriously and referrals will be made to Attendance Services Auckland (ASA) as necessary.
6. Request for leave must follow the school guidelines as outlined in the attached procedures

### RESPONSIBILITIES

As explained and described in the attached procedures.

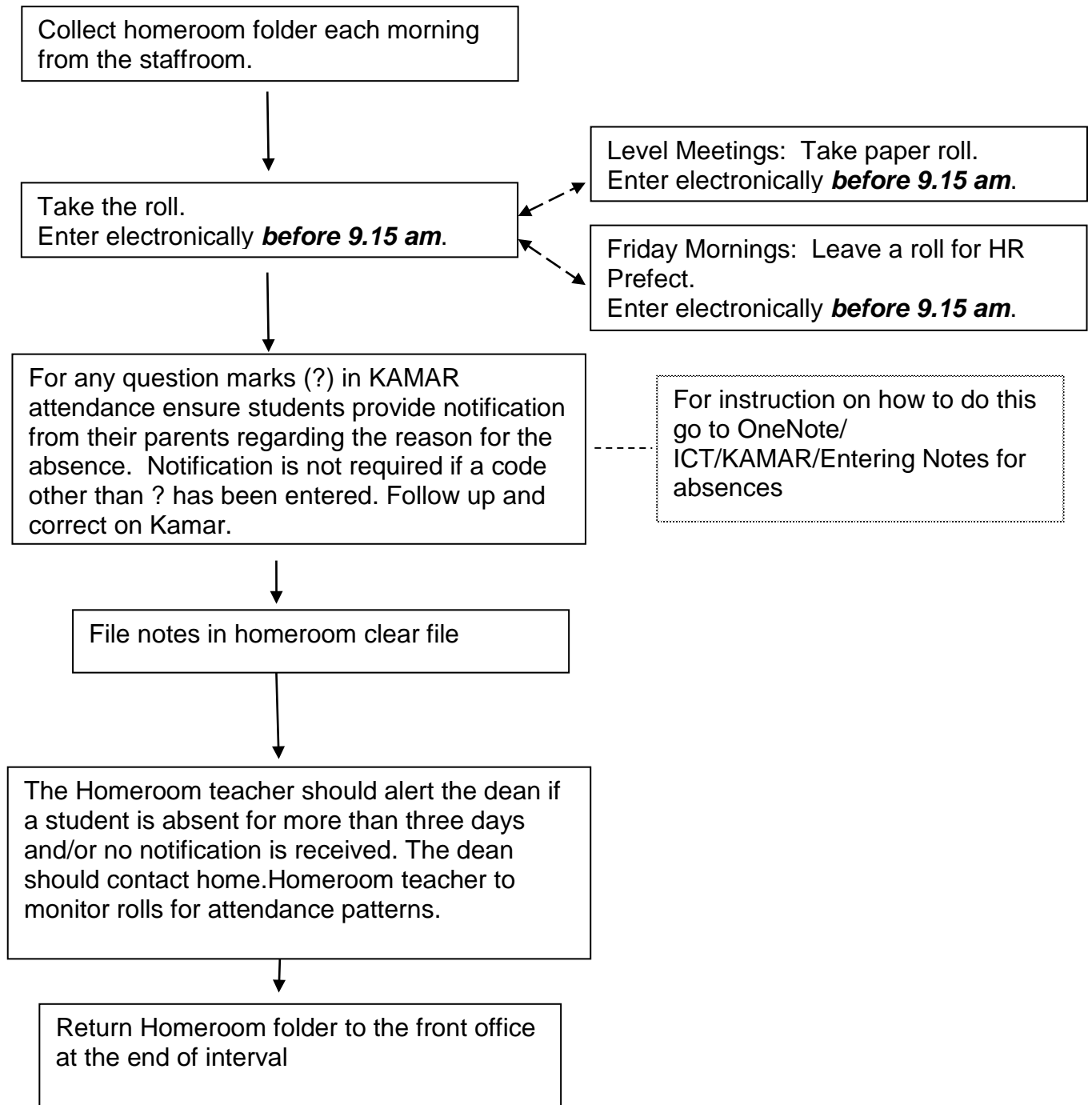
The Senior Management Team will review and make changes to the procedures as necessary.

Approved:	May 2009
Revised:	June 2013
Revised	September 2016

## ROLES AND RESPONSIBILITIES RE ATTENDANCE

Please refer to OneNote for instruction on how to enter Attendance/ Absences on KAMAR

### HOMEROOM TEACHERS:



## Baradene College of the Sacred Heart

---

### CLASSROOM TEACHERS:

Take roll electronically **at the beginning of every** lesson. Confirm your roll by selecting the red FINISHED button. *A printed kamar roll should be printed for relievers.*

Whole class on EOTC/ camp/retreat:  
Confirm roll by selecting the red "Finished" Button

Amended as needed by the end of the lesson. Late students **MUST** show a late slip printout from the office to the subject teacher and keep it to hand to the Homeroom teacher the following morning. Change the 'Not in class' to 'Late to class' and enter reason for lateness.

At the end of the day, check all attendance rolls for the day have been submitted.

If you enter KAMAR and notice a cross for your class the previous day, this means your attendance has not been entered or you have not pushed the FINISHED button.

If you require relief-

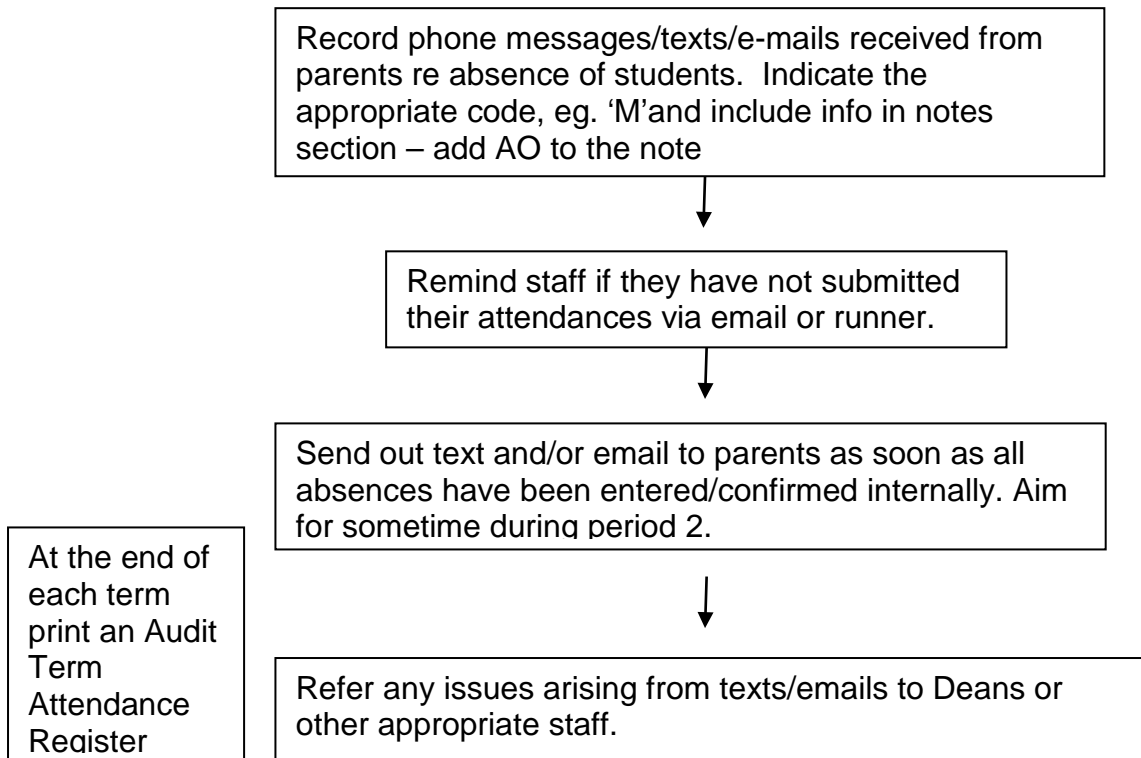
- Enter relief on KAMAR>Teachers > Events Planner >click on the class to be covered and complete the lesson plan), print the relief sheet and place in the suspension file in the staff workroom
- An external reliever will mark the roll on the relief sheet and write the names of absent students on the 'Relief Absent Report'.
- This report will be sent to the front office every period.
- When you return to school and notice the previous day's absences have not been submitted, use the roll the reliever left in your pigeonhole and update your roll.

If you are doing in-school relief, enter KAMAR as usual, change the teacher code next to the FINISHED button and complete attendance.

## Baradene College of the Sacred Heart

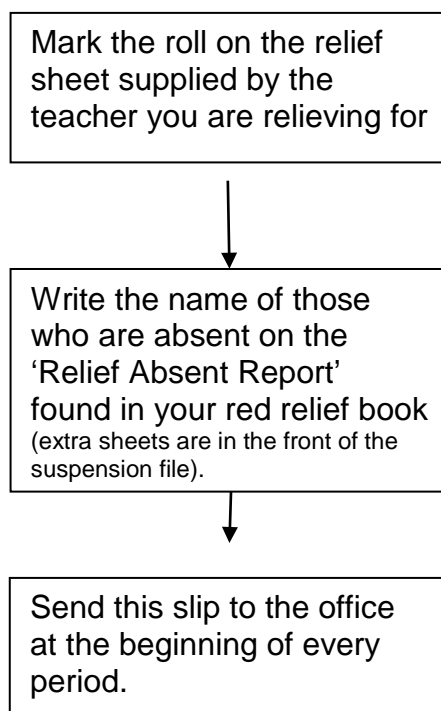
---

### ATTENDANCE OFFICERS:



### EXTERNAL RELIEVERS:

The teacher you are relieving for will supply a relief sheet containing a class roll.



## Baradene College of the Sacred Heart

---

### **GENERAL NOTES AROUND ATTENDANCE – These are in the Parent Handbook:**

#### **ABSENCES**

The school is to be notified of absences before 8.50 am. It is suggested that the parent/caregiver telephone/txt or e-mail the school between 8.30 and 8.50 am. If the school is not notified of an absence by telephone by 9.00am on the day of the absence, the parent/caregiver will be contacted by the school at home or work during the morning. The school is to be notified by letter signed by the parent/caregiver of the reason for any absence when the student returns to school.

#### **LATENESS**

If a student is late to school for any reason, she must obtain a late slip from the main office if she arrives after Homeroom and sign the late book. If a student is late during Homeroom she is to go to her homeroom teacher where the teacher will indicate lateness on KAMAR. The student should preferably bring a note from her parent/caregiver on the day she is late, explaining the reason. If the lateness was unforeseen, she must bring a note from her parent/caregiver to the Homeroom teacher the following day. Three unexplained instances of lateness to school will result in a detention.

#### **LEAVING SCHOOL DURING THE DAY**

Special permission is needed to leave school early, or to leave the grounds during school hours. Requests from parents for such leave should be in writing and taken to the Year Level Dean who will issue an exit pass. The student must sign out at the main office before leaving.

**Truancy and absence from class are serious offences.**

#### **SICKNESS AT SCHOOL**

There is a sick bay at Baradene and, should a student become unwell in school time, she must have permission from her teacher or Dean to see the school nurse. The nurse will contact the parents to arrange for transport home. **Under no circumstances is the student to phone a parent directly to arrange for transport home when she is feeling unwell.**

#### **REQUESTS FOR LEAVE**

Any requests are at the discretion of the Principal. Any students sitting NCEA assessments during the self interest leave period need to refer to the Assessment and National Qualifications Handbook for procedures to follow. A copy can be found on the Ultranet or from the Principal's Nominee.

For Years 11-13, parents/caregivers are to inform the Principal, through her Executive Assistant (EA), with the request.

For Years 7-10:

1. If the absence is for three days or less, parents and caregivers must notify their daughter's Dean.
2. If the absence is longer than three days, parents / caregivers must inform the Principal via her EA.




# Attendance Code List 2015

Key	Present for half day calculations
	Unjustified absence
	Justified absence

School Code	Classroom	Reason (Business Rule)	Explanations – The following explanations are provided as common reasons why a student may be absent from school. The <i>Truancy Code</i> column indicates if the absence is <b>Justified</b> or <b>Unjustified</b> . This does not preclude the Principal from using discretion over any specific student absence	Truancy Code	½-day calc
?	Not in class	Unknown reason (A temporary code)	This is the initial entry for a student not in class and the reason is unknown. It will be edited as relevant information becomes available about the reason for the non attendance. If required, the SMS can be set by the school to automatically change the '?' code to a T after a configurable number of school days (eg 7)	U	A
P	In class	Present	Student is in his/her regular class ( <i>This includes supervised study</i> )	P	P
L	In class	Student is late to class	School policy will determine when this code is used. Eg. School policy may recommend that a student more than 10 minutes late is coded "L". <i>Note this code does not contribute to the student's or school's absence or truancy rate.</i>	P	P
S	Not in class	Sickbay	Student is known to be in the school's sickbay	P	P
D	Not in class	Medical Appointment – doctor or dentist	Current legislation means this type of absence is counted as present for ½ day summaries. There must be documentation verifying the appointment. <i>This code is not to be used for a stay in hospital. Use code "M"</i>	J	P
I	Not in class	Internal school appointment or activity – Dean, DP, sports administrator, coach, attendance officer etc	This can include students who are out of class for various school appointments including: form teacher, dean, senior management, counsellor, sports administrator, coach, nurse, careers, as well as students on an administration activity such as messenger, collecting attendance etc. <i>It does not include a student who has been removed from his/her regular class and sent to the administration area for disciplinary reasons. This student would be coded P in the class and the code would probably be changed to R by the senior staff member dealing with the student.</i>	P	P
E	Not in class	Student is absent. The reason is Explained, but Unjustified	The explanation for the absence is accepted by the school as the reason for the absence. But the reason does not fit within the school's policy as a justifiable reason to take the student off school. (Even though the parents may consider the absence was justified and may have provided a written explanation). E.g. "Molly had to stay home to look after her younger brother". For New Zealand and overseas holidays use code "G" – see below.	U	A
M	Not in class	Student absent due to short-term illness/medical reasons	Student is at home, or in hospital, because of illness or other medical reason. Depending on school policy a medical certificate may be requested for prolonged illness. eg three days, or as policy requires.	J	A
J	Not in class	Justified absence – the reason is within the school policy	<ul style="list-style-type: none"> <li>• Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions etc</li> <li>• Planned non attendance such as national/local representation in a sporting or cultural event in <i>New Zealand or overseas.</i></li> <li>• <i>Approved absence (also overseas) including bereavement, visiting an ill relative, exceptional family circumstances or a Section 27</i></li> </ul>	J	A
T	Not in class	No information provided – truant (or throw-away explanation)	An absence where either no information is provided, or the explanation is trivial (throw-away): <ul style="list-style-type: none"> <li>• I didn't feel like Maths so I took the period off</li> <li>• I had to finish an important assignment</li> <li>• I went down to the river</li> <li>• I went to the shops</li> <li>• we had a test and I wasn't ready for it</li> </ul>	U	A
V	In class	Examination or Unsupervised Study – student is on the school-site	<i>Students sitting examinations at school (if the SMS can provide attendance marking during exams.) Unsupervised study – school process verifies student is on the school-site. Note that supervised study is recorded as a regular timetabled class.</i>	P	P
X	Not in class	Exam leave Unsupervised study – student is off-site	<i>Code X will count as a justified absence and contributes to ½ day absence summaries. Note that supervised study is recorded as a regular timetabled class.</i>	J	A

<b>G</b>	Not in class	Holiday during term time	When a student is on a <a href="#">New Zealand, or, Overseas holiday during the school term</a> , the absence is <b>Unjustified</b> . A parent's note does not provide justification.	<b>U</b>	<b>A</b>
<b>N</b>	Not in class	On a school based activity	A <a href="#">school-based (on-site)</a> activity. • cultural/sporting presentation/practice including swimming/athletic sports • one to one tuition either as tutor or tutored	<b>P</b>	<b>P</b>
<b>Q</b>	Not in class	Attending an off-site school-organised activity such as trip/camp	A <a href="#">school-organised off-site</a> activity <b>including overseas</b> • school trip (sporting, cultural or academic) • school camp	<b>P</b>	<b>P</b>
<b>W</b>	Not in class	Work experience	Student is working for a recognised employer as part of their course (Gateway is an example)	<b>P</b>	<b>P</b>
<b>R</b>	Not in class	Removed (temporarily) from regular class (internal school student isolation)	This code is for students who for a time period had an arrangement for alternative supervision. This may be in the administration corridor or in another teacher's class, instead of the student's regular scheduled class	<b>P</b>	<b>P</b>
<b>Z</b>	Not in class	Secondary Tertiary Programme (including Trades Academies)	<a href="#">The student is participating in a part-time (off-site) approved Secondary Tertiary programme that includes Trades Academies. The school is not entitled to be funded.</a>	<b>P</b>	<b>P</b>
<b>O</b>	Not in class	Justified Overseas	A student accompanying, or visiting a family member who is on an overseas posting. (Up to 15 weeks) <a href="#">Eg military or diplomatic.</a>	<b>O</b>	<b>A</b>
<b>K</b>	Not in class	Attending a Teen Parent Unit	The student is not in class, is on the school roll but funded elsewhere	<b>J</b>	<b>P</b>
<b>A</b>	Not in class	Attending Alternative Education	The student is not in class, is on the school roll but funded elsewhere	<b>P</b>	<b>P</b>
<b>Y</b>	Not in class	Attending an Activity centre	The student is not in class but in an approved environment for which the school is entitled to be funded	<b>J</b>	<b>P</b>
<b>F</b>	Not in class	Attending an off-site course/class	The student is not in class but is on a legitimate off-site school-based course	<b>P</b>	<b>P</b>
<b>H</b>	Not in class	Attending a Health camp/Regional Health School/Residential School	The student is not in class but in an approved environment for which the school is entitled to be funded	<b>J</b>	<b>P</b>
<b>C</b>	Not in class	Involved in Justice Court proceedings	Under existing legislation this type of absence is deemed to be Present when calculating ½ day summaries	<b>J</b>	<b>P</b>
<b>U</b>	Not in class	Student is Stood down or Suspended	Student is Stood Down or suspended according the conditions of Section 14 of the Education Act 1989 <a href="#">(This code is for the period of the stand down/suspension. It does not include the day the stand down was imposed)</a>	<b>J</b>	<b>A</b>

### Key

	Present for half day calculations
	Unjustified absence
	Justified absence

### Rules for Truancy Codes

J = Justified absence  
U = Unjustified absence  
P = Present  
O = Overseas (Justified)

### School closures

**A Board of Trustees can close the school (for instruction) for reasons including:**

- an emergency (earthquake, flood, etc) or a strike closure

It is usual that ½ days lost do not have to be made up, but schools should confirm this when informing their local Education Office of the closure. The School calendar should be adjusted in the SMS to show such days (or ½ days) as a non-school day and this means the students' attendance cannot be marked. If the school's SMS cannot make a ½ day adjustment in the calendar, then students should be marked J (justified absent). In the case of a strike closure, although the school is closed for instruction, the Secretary expects boards to consider providing supervision for those students who do turn up. Note that Boards have ongoing responsibility for the safety of students while under supervision at the school, whether or not the school is also open for instruction.

### Keeping the school open

Depending on the circumstances the Board, while not closing the school, may ask parents to keep children (of specific, or all year levels) at home where possible, but if they send them to school they will be supervised. If the school remains open then students not attending are J (justified absent) and those attending are P (present).