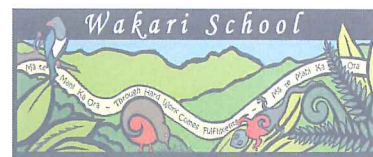


TRUANCY POLICY

Revised: June 2015



PURPOSE

NOTE: this policy follows the key principles of the Privacy Act (1993). The purpose of this document is to provide guidance to the processes that shall be followed when managing issues around student attendance. For most purposes the best guide is to use good sense and to be constantly alert to the necessity for treating information about people with great respect.

OBJECTIVES:

1. When children are enrolled at school, enrolment details, etc are to be entered on the enrolment form.
1. One copy of the enrolment form is to be kept in the child's folder and another copy is to be used by the school secretary to enter the child's name and details in the admissions register and the online student management system Assembly. This data is then uploaded to the Ministry of Educations online data base ENROL within 5 days.
1. Class registers are to be marked as set out in School Attendance Procedure
1. The Principal is to be notified immediately if children who have come to school in the morning, leave school or cannot be found.
1. Children who have failed to attend school without reasonable excuse, or have been absent for three continuous school days, or whose absences have been one or more days every week or patterns of several days absence shall be referred to the teaching team leader and then the Principal for action. Parents are to be fully advised of instances of truancy by their children and the consequences.
1. Accurate written records of absences, telephone calls, home visits, letters sent and explanations given (*including time, date, and place*) must be kept by those involved.
1. The Truancy Officer (Otago Youth Wellness Centre) will be involved through the Principal.
1. Where any child has failed to attend school without reasonable excuse, and required interventions have failed to result in regular and consistent school attendance, or the where absences have been:
 - continuous for 10 school days
 - one or more days a week
 - patterns of several days absence which persist for a school termthe truant will be referred to the Truancy Officer.
1. Any child who has not attended school for twenty school days without written reason will be withdrawn from the school register. The Truancy Officer and ENROL will be notified of this action.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed by the board in accordance with its triennial programme of self-review.
- 2 The board will make its review report available to parents and staff.

A handwritten signature in blue ink, appearing to be 'M. C. K. K.', is written over a horizontal line.

A handwritten date '24/11/2016' in blue ink is written over a horizontal line.