

TOKOMARU SCHOOL



POLICY 6.1 (NAG 6)

ATTENDANCE POLICY *(was Legislation and Regulations Policy)*

Rationale

Full attendance by enrolled students gives them the greatest opportunity to benefit from the many opportunities offered at our school.

Objectives

- A. To expect/encourage all students to attend school on a regular basis.
- B. To ensure that the Community is fully informed on the Times and Days of School opening.
- C. To show respect for students/parents and staff, by protecting their Privacy and legal rights, to which they are entitled.

Procedures

1. **Term Dates and Times.** The BOT will approve the Term Dates and Opening Times of the School, on the recommendation of the Principal, and with reference to officially gazetted MOE dates. The community will be fully informed of the Term Dates, and any variation to normal attendance, in a timely fashion.
2. **Enrolment of Students.** The Principal will enroll students on behalf of the BOT, and ensure that any legal issues such as enrolment policies (including our Enrolment Scheme) and school zones are respected.
3. **Admissions Register.** Each student enrolment and leaving details will be recorded in the Admissions Register, on our SMS system eTap and on ENROL.
4. **Electronic Register.** The attendance of every student will be monitored and recorded in the SMS system, eTAP, twice a day. The Principal/Deputy Principal will monitor student attendance/absences and take any necessary steps (as outlined in Student Attendance Procedure 6.1.1) in order to maximize student attendance.
5. **Emergency Closure.** The Principal and BOT Chairperson will follow protocols established for the emergency closure of the school, and for any variations to normal opening.
6. **BOT Records.** The Agenda and Minutes of BOT Meetings will be available to the public, in accordance with the Local Government Official Information and Meeting Act (1987). This requirement does not apply to that part of a BOT Meeting from which the public was excluded.
7. **Privacy Act.** The Principal will have responsibility for ensuring that the Collection, Storage and Release of Information at the school, is consistent with the Privacy Act 2020 & Public Records Act 2005.
8. **Publication of students' work and images.** The Principal will have the responsibility for ensuring that parents are informed about the publication of students' work and images and that there is a register kept (via eTAP) on which children have permission.

Link between Enrolment and Attendance Policy, Procedures and supporting documents:

Procedures	Supporting Documents
1. Term Dates and Opening Times	MOE Official Term Date in Education Gazette, BOT Minutes, School Website, Parent Handbook and Enrolment Information packs.
2. Enrolment of students	Enrolment Forms including Enrolment Scheme information.
3. Admissions Register	Admissions Register, Newsletters, newspaper/social media (as applicable to the Enrolment Scheme), ENROL.
4. Electronic Register	BOT Minutes, Newsletters, Staff Information Handbook.
5. Emergency Closure	MOE Guidelines on Emergency Closure & Emergency and Crisis Management Policy 5.2.
6. BOT Agenda and Minutes	BOT Agenda and Minutes, Local Government Official Information & Meeting Act.
7. Privacy Act	BOT Minutes, Our Code Our Standards (in Appraisal Documentation for teaching staff), Confidentiality Clause (in Job Description documentation for support Staff). Records, Retention and Disposal Policy 6.2 and Records, Retention and Disposal Procedures 6.2.1
8. Procedure for publication of students' work and images.	Annual (Y5+ - below Y5 by agreement) Student and Staff ICT User agreement, Enrolment pack student and parental ICT User agreement.

REVIEWED: Oct 2021 - May 2022

APPROVED: May 2022

NEXT REVIEW DATE: June 2025

APPROVED BY: _____ DATE: ____/____/____ Presiding Member, BOT