

<b>Policy Title:</b>	<b>STUDENT ATTENDANCE</b>	
<b>Approved by:</b>	<b>Leadership Team</b>	<b>Board Meeting: December 2023</b>
<b>Contact:</b>	<b>Leadership Team</b>	<b>Review Date: December 2026</b>

## **PURPOSE**

The purpose of this policy is to ensure Auckland Grammar School (School) has systems that have been developed, are operational, and are continually reviewed, to effectively monitor and manage student attendance.

## **SCOPE**

This policy applies to all students who are enrolled at the School and all employees of the School.

## **POLICY STATEMENT**

The School will ensure that effective systems are operational, and are continually reviewed, to monitor and manage daily student attendance. Through high levels of student attendance, the School aims to positively impact on student achievement and engagement.

## **RESPONSIBILITIES**

The School will:

1. Have systems in place to monitor and manage student attendance. Within these systems the School will evaluate student attendance rates and undertake any follow-up required.
2. Ensure staff understand and implement the School's attendance procedures via the School's Student Management System (SMS).
3. Appoint Student Office staff and year level Deans' teams to monitor student attendance irregularities and communicate with a student's parents/legal guardians as necessary.

Students will:

1. Comply with the School's attendance procedures.
2. Act in a socially responsible manner by not attending School when they are unwell.

Parents/Legal Guardians will:

1. Meet their obligations to inform the School immediately of their student's absences and/or requests for leave.

2. Ensure their student's compliance with the requirements of the *New Zealand Education and Training Act 2020* and, specifically, with the requirement for students to attend school whenever it is open.

#### **RELATED DOCUMENTS**

- *Education and Training Act 2020*
- Auckland Grammar School Rules & Regulations
- Auckland Grammar School Staff Handbook
- School Employment Policy and Procedures

#### **APPENDICES**

The following documents provide information relating to the School's approach to Student Attendance.

Appendix I: Attendance Procedures

## **APPENDIX I: Attendance Procedures**

At the beginning of the year, all teaching staff will be provided with a list of instructions outlining the process of data entry for electronic student absences. Any problems regarding the process should be referred to the SMS Manager.

The following process applies to students' daily attendance:

1. Each morning at 8:50am, an attendance roll is filled in by the Form Master listing students absent from assembly. It is crucial that this information is accurate. These are collected by the Dean at each form level and delivered to the Student and Enrolment Office.
2. Students who arrive after 8.55am and before the end of assembly must report to the Late Room (Room A1) to complete the necessary sign-in procedure.
3. Students who arrive after assembly must sign-in at the Student and Enrolment Office where an automated late slip will be generated to allow them to enter class. Students should not be admitted to class if they do not have a late pass.
4. Subject Masters must complete electronic absences preferably at the start of each period they teach the class.
5. If a student is absent from School, a parent/legal guardian must immediately complete the necessary e-form available within their personalised Parent Portal account. Each e-form submitted is reviewed and verified by the Student Office Administrator. Each submitted e-form generates an automated receipt to the parent/legal guardians email address detailed on the School's SMS. A cumulative record of all absences is retained in the School's SMS.
6. The Student Office Administrator or Deans will contact a student's parents/legal guardians informing them of their son's absence when unjustified reasons are noted. If there are any further attendance irregularities, the parents/legal guardians will be called to a meeting with the Dean or Deputy Headmaster. Deans or Associate Deans will record such instances in the School's SMS.
7. Associate Deans will notify students of any outstanding absences to be cleared. Further failure to clear these will see the matter referred to the respective Dean.
8. The Student Office Administrator will contact parents/legal guardians when a student is absent for three or more days without any communication having been received notifying the School of an absence.
9. Parents/legal guardians may request leave for their dependent in advance; this must be in writing to the Headmaster via [ea@ags.school.nz](mailto:ea@ags.school.nz). No official leave is granted, other than for bereavements or regional/national/international representative duties for a variety of extra-curricular activities sanctioned by the School. Regional/national/international representative duties refers to instances where a student is either representing New

Zealand, or representing the School at a Regional or National Championships. For New Zealand representative duties, confirmation of a student's selection should be provided at the time of an official request for leave is made, with documentation attached from the National sporting body/organisation. Club representative events, and sporting events students are independently registered with are not approved as justified leave.

10. At regular intervals, Deans will receive a computerised list summarising attendance and lateness for their form level.
11. No student is to leave the School grounds during School hours unless:
  - i) The student has brought a note to the Deputy Headmaster on the front steps of the Main Block after assembly. The student will then be provided with the appropriate approval slip, allowing the student to formally sign out at the Student Office prior to leaving the campus; or
  - ii) For medical reasons, whereby the student must have permission from the Deputy Headmaster or from the School Nurse. In such cases, the School Nurse will contact the parents/legal guardians before the student leaves the School grounds.
  - iii) In pursuance of authorised School activities and accompanied by a Master.
12. Day relief teachers and staff supervising absent Masters' classes are required to complete an attendance roll. The Deputy Headmaster in charge of Daily Relief will explain this process to those completing a relief class.
13. The daily attendance for every student shall be recorded on the School's SMS which is maintained by the SMS Manager. It is available for Form Masters and Deans to check students' attendance at any time.
14. Students and parents/legal guardians will be regularly reminded via communications from the Headmaster and senior staff that students who are unwell should not attend School. Staying at home provides students with the best environment to recover quickly and is a socially responsible action that minimises the risk of the spread of illnesses.

## Attendance Codes

The following are used (the majority are MOE-determined) by the Student and Enrolment Office

Manager to code an individual student's attendance record:

<b>Code</b>	<b>Reason</b>
<b>?</b>	Unknown reason (a temporary code)
<b>D</b>	Medical Appointment – doctor or dentist
<b>E</b>	Student is absent with an Explained, but Unjustified reason
<b>F</b>	Attending an off-site course/class
<b>G</b>	Holiday during term time
<b>H</b>	Attending a Health camp/Regional Health School/Residential School
<b>I</b>	Internal school appointment or activity – with a Dean, DP, Student Services
<b>J</b>	Justified absence – reason for absence within the School policy
<b>L</b>	Student is late to class
<b>N</b>	On a School-based activity
<b>O</b>	Justified Overseas
<b>P</b>	Present
<b>Q</b>	Attending an off-site School-organised activity such as trip/camp
<b>S</b>	Sickbay
<b>T</b>	No information provided – truant
<b>U</b>	The Student is Stood down or Suspended
<b>W</b>	Work experience
<b>X</b>	Exam leave. Unsupervised study – student is off-site