

ATTENDANCE GUIDELINES

BACKGROUND:

The Board of Trustees under the Education Act 1989 has the responsibility of taking all reasonable steps to ensure that students who are required to attend school must do so.

Under the same Education Act, all parents / caregivers have a responsibility to ensure that their children attend school between the ages of six and sixteen years except where an Exemption is granted by the Ministry of Education.

RATIONALE:

Research indicates a strong link between poor attendance and underachievement

PURPOSES:

1. To ensure that all students regularly attend school
2. To ensure effective follow up of students who do not attend school regularly

GUIDELINES:

- 1.1 Procedures will be implemented which enable the earliest possible identification and monitoring of pupils with irregular or unsatisfactory attendance requirements.
- 1.2 A minimum attendance requirement will be set for achieving the Junior Diploma of Learning and expected of senior students.
- 1.3 A minimum of 80% attendance at school is expected at senior level.
- 2.1 Attendance concerns will be communicated to parents / caregivers
- 2.2 Guidance staff will attempt to identify and address the cause(s) of poor attendance patterns
- 2.3 HPC will follow legal guidelines with regard to unresolved attendance issues

REVIEW: These guidelines will be reviewed according to the BOT's triennial programme of self review (2010)

DATE CONFIRMED: August 2007