



BREAM BAY COLLEGE

Attendance

Development

Protocols and Processes

Mā te hāpori te tamaiti i whakatipu.

'It takes a village to raise a child'.

Everyone plays a part in the success of the children in our community.

1. Attendance Protocols - Absence, Lateness And Leave

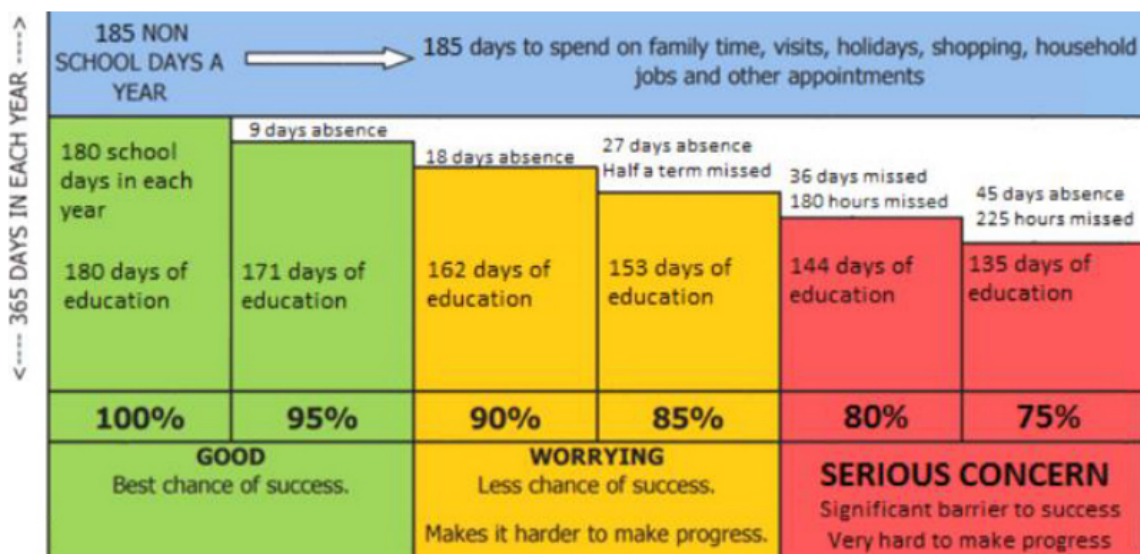
1.1 Legal requirements:

- Under The Education Act (1989) – “the Act” - all students enrolled at a school must attend when it is open for instruction, unless there is a justified reason, such as sickness, sudden and serious illness of a parent, or other equally serious situation that means a student cannot attend.
- This is true for all students enrolled at the College, regardless of age, as the school has a legal responsibility to ‘take all reasonable steps to ensure the attendance of students enrolled at its school’ (Section 31(1) of the Act). This means the College has to follow up absences and lateness with appropriate interventions.
- Parents/guardians are responsible for their child’s attendance at school, and it is an offense if this responsibility is not met for students under the age of 16 (section 29 of the Act). In situations where a parent/guardian condones (by lack of action or explicit approval) the absence of a child, then there may be a prosecution, although this is a last resort.
- The other key legal requirement for the College is the need to keep accurate records of attendance [Education (School Attendance) Regulations 1951].

1.2. High attendance at school correlates strongly with academic achievement.

We are very pleased that most students at Bream Bay College have attendance levels of over 85% and are giving themselves the best opportunities to achieve great results.

- Attendance rates are reported as a percentage of half days over the number of half days open. Secondary schools have to open a minimum of 180 days (360 half days) a year.
- If a student’s attendance is below 90% then the Ministry of Education regards the student as ‘not regularly attending’ school. 90% attendance means a student misses an average of 1 in 10 days of school, which equates to almost 100 hours of lost instructional time. The College is very worried if attendance falls Below 90%, for obvious reasons.



1.3. Students are required to stay in the College grounds during the school day (including interval and lunchtime) except:

- In the case of sickness, dental or medical appointments provided prior approval has been obtained from a Deputy Principal (DP).
- Students must take any written request or appointment details to a DP to have a Pass issued. Students with a Pass must sign out at the office and, on return, sign in.
- Year 13 students have permission to leave to access the Town Centre in their non subject times, they still must sign in and out at the office as a health and safety practice.

Failure to comply with this requirement will result in being deemed out of bounds and/or truant from College.

1.4. Notification of absences (with an explanation)

- Whenever possible, parents/caregivers are encouraged to advise the College of an impending absence or lateness ahead of time. When this is not possible, then parents/caregivers are asked to inform the College as soon as possible after the event (e.g. by phone or email on the day of a student's illness, or by note/email on the first day when the student returns to school).
- The following methods of explaining student absences that will be accepted from parents/caregivers: a written note, an email, a phone call or a face-to-face explanation (noted by staff member in PC Schools), or a text message to the school's 'absence' system, a certificate from a health professional, or completion of a 'Request for Leave' (refer to Section 1.5).
- Absence notifications: Primary Caregiver One (whoever is listed as first contact) of students who are absent without explanation will receive a SMS (text) notification advising of this and asking for an explanation by replying. Please ensure you reply. Bream Bay College office will update records accordingly.
- Note: An unexplained absence is automatically converted into truancy after 7 days and followed up with accordingly.

To advise of absence: Please phone, email or text. Phone 4328226, and follow the prompts to leave a message on the absence voicemail before 8:30 a.m. (dial 1 and then leave the absence message).

Use the school App notification information.

Text the absence system 027 360 2793.

Written communications can be sent to mlea@breambaycollege.school.nz.

Please provide the student's name, Whanau class, and the date of, and reason for the absence.

Alternatively, please contact a Deputy Principal.

If no reason is provided, or the reason is an unacceptable reason for absence, it is recorded as an explained, but unjustified absence.

1.5. Requests for Leave:

- For planned absences, a Request for Leave is required.
- Application for leave for planned absences must be received one week prior to the start date, unless under urgent circumstances (e.g. bereavement).
- The purpose of this communication is to notify teachers of planned absence and allow parents and students to consider the implications on assessments or preparation for assessments that could be affected by the leave request.
- According to Ministry of Education guidelines, student leave/absence can be either justified or unjustified (refer to Section 1.6)
- There is no obligation for the College to modify assessment dates if they fall in the period of requested leave. For further information, refer to the School's National Qualification Framework booklet.

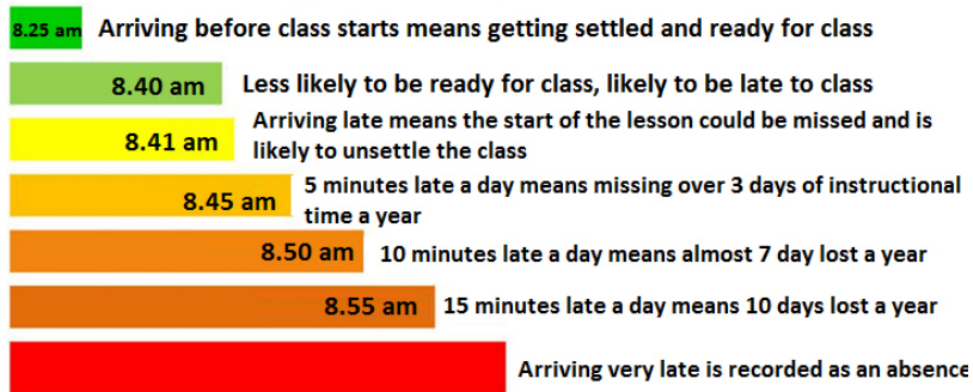
1.6. Classification of absences – justified and unjustified

- Absences can be either 'justified' or 'unjustified' regardless of if they have been explained. The College has to abide by the Ministry of Education classifications of absence.
- Justified absence includes illness/injury preventing attendance, a significant event preventing attendance, regional or national sporting/cultural representation, bereavement, visiting a seriously ill relative, attendance at a citizenship or graduation ceremony, or other exceptional family circumstances.
- Unjustified absence includes holidays in term time or other absences that are explained but not allowed under the Ministry of Education guidelines, such as taking care of siblings, needing to work at home, the bus being late, etc. If the leave request extends a school term holiday, then it is generally unjustified.
- Sometimes it is hard to be definitive as families may combine both unjustified and justified reasons into one event, e.g. a wedding held during a school holiday to justify leaving early; this is likely to be classified as a holiday in term time, and therefore as unjustified.
- Note that all absences from class count as absences regardless of whether they are justified or unjustified, so all absences affect the attendance rate in the same way. Truancy is based on unexplained and/or unjustified absences only and includes skipping a class, a half day or full day of classes. In some cases, if the reason provided for the absence (by a parent/caregiver or a student) is unacceptable then it will be considered as a truancy, for example staying home to study for a test, or to complete an assignment, or being 'too tired to come to school', etc.
- Note: The webportal includes live attendance information and records present in class as P and absences as either J – justified or U – unjustified. If there is a blank it means the roll is yet to be marked. If a T - Truant is marked, the student is absent without explanation.

1.7. Punctuality

- Punctuality is a work habit and recorded on our reports. Being on time means getting the most from lessons, and will typically mean a student is ready to learn. This means aiming to arrive 10-15 minutes before the scheduled start of the day and being ready to learn with all the right materials.
- A student who is late to school may not be ready to learn, will miss instructions, and may disrupt the class on entry. Every minute counts. If a student is absent 5 minutes once a week that is equivalent to missing 1.5 hours of instruction. Being late by 5 minutes once a day adds up to 16 hours (or 3 days) of lost instructional time.
- Students arriving late to school, because of tardiness or before-school appointments must sign in at the office. Students will receive a Late Pass to show classroom teachers. The office will record the lateness, and record the time and note if the reason is justified (for example a dental/medical appointment or unjustified (for example, catching a later bus).
- The College is aware that occasionally other circumstances cause a lateness outside of the control of the student or parent/guardian. For an individual this would be expected to be a rare event, but in such circumstances, provide a suitable explanation to the office (i.e. written note/email). This will be recorded by the office.
- Students who are very late to school may be recorded as absent. For instance if the student arrives with only 15 minutes of the class then it is more accurate from a time sense to record the student as absent.

Every Minute Counts!



Students that are late are missing out on learning and can be a disruption to others
If a student is regularly late it will affect his or her learning at school

Arriving at 8.25 am for a 8.40 am start* is a habit for success

*8.45 am for a 9.00 am start on Thursdays

1.8. Lateness and unjustified/unexplained absent (truancy)

- Students who are late or have unexplained or unjustifiably absence (i.e. truancy) from College or any class during the school day may be subject to restorative processes to encourage a change in behaviour.
- For example, if a student is truant then a parent/caregiver will be notified and the student may receive a school detention to reflect on the reason missing class is disadvantageous, or catch up on work missed.
- Should the lateness or truancy become more regular, then an accountability conference will be convened to discuss how the student, parent/guardian and College can work together to encourage adherence to the attendance/punctuality requirements.

1.9. Lateness (at other times, in between periods, or after break times):

- If students are late at any other time, they should have a note or an email to explain why from a staff member (e.g. meeting with another teacher). If not, the class teacher must mark the student as late.
- If a student does not have a late note from a teacher, they will be reminded to bring a note next time, using a relaxed vigilance approach. Sending a student to 'get a note' at this time is not acceptable as it just reinforces the lateness. Any explanation must then be provided to the whanau teacher.
- If students are significantly late without reason (beyond 5 minutes) then their whanau leader will be notified.

2.0 Signing out during the school day

- If a student needs to sign out at the office, the office will aim to update PC Schools with the relevant information.

2.1 Internal Appointment

Where possible the student is to let their teacher know that they have an internal appointment, or seek the office to mark them as an I for Internal Appointment.

2.4 Attendance Actions - Positive encouragement and engagement to return to school is our approach to attendance at Bream Bay College.

After 3 days absence whanau teacher must contact caregivers to find reason (e.g. if medical, then a medical cert should be requested), and record in PC Schools that they have contacted or attempted to contact parents and the action taken.

Day 5 Whanau teacher to notify Dean. Dean to attempt to contact caregiver again and record in PC School.

Start of week 2, School absence letter to be placed into PC School Behaviour system, and posted where possible to family.

Start of week 3 Pastoral/House DP informed Home visit times to be attempted and where possible arranged.

If no contact made by caregiver, a referral will be made by the Head of Pastoral to Tai Tokerau Attendance Services.

2.5 Sports/Parent Student Teacher Days/Teacher Only Days - days when school is closed for learners.

- **Sports Days**, Rolls are marked by the Whānau teachers at the beginning of the sports (athletics/swimming) days.
- Whānau Teachers must ensure their electronic roll marking is accurate. All rolls will then be marked centrally from the office.
- **Teacher Only Days**- Are centrally marked non timetable days.
- **Parent/Student/Teacher Day** Are centrally marked non timetable days.
- All rolls will then be marked centrally from the office.
- After any centrally marked roll day, teachers will need to open their rolls and then save.
- **Exam Leaves** When Seniors are on Exam leave, the rolls are marked centrally as an X. A roll should be confirmed during internal exams by the exam supervisor. These rolls are taken to the office for roll updates.

Bream Bay College - School Absence Letter

(Send to Bev to place on school's Letter Head)

Date

Parents Name

Address

Dear

We are writing to see if we can assist and support you and your whanau to improve *(insert name's)* attendance and whole school days at Bream Bay College.

High attendance at school correlates strongly with academic achievement, so we hope we can assist in making school accessible for *(insert name)*.

We are very pleased that most students at Bream Bay College have attendance levels of over 85% and are giving themselves the best opportunities to achieve great results.

If a student's attendance is below 90% then the Ministry of Education regards the student as 'not regularly attending' school. 90% attendance means a student misses an average of 1 in 10 days of school, which equates to almost 100 hours of lost instructional time. The College is very worried if attendance falls Below 90%, for obvious reasons.

Please find attached a copy of *(insert name's)* attendance information and codes used in our roll marking system.

As parents, you have an important role in ensuring that your child attends school whenever it is open, unless there is a good reason for absence.

Acceptable reasons for absence include sickness or serious family circumstances, such as bereavement. Where there is a good reason for absence, please call or text the school on 4328 226/ 027 360 2793 to let us know as soon as possible.

If your child is unwell for 3 or more consecutive days, we require a medical certificate to have on file, as it is a requirement for the Ministry of Education.

Please contact us as soon as you are able to in order to work together to make a plan for improvements.

Contact me on 4328226 ext or email to arrange a time to meet and discuss this further in the coming week.

Yours sincerely



School Attendance Codes

Key

P	Present for half day calculations
U	Unjustified absence
J	Justified absence

School Code	Classroom	Attendance/absence type	Explanations – The following explanations are provided as common reasons why a student may be absent from school. The <i>Reporting category</i> column indicates if a School Code is counted as Present , Justified Absence or Unjustified Absence for Ministry reporting purposes. This does not preclude the principal from using discretion over any specific student absence.	Reporting category
P	In class	Present	Student is in their regular class. (This includes supervised study)	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". Note this code does not contribute to the student's or school's absence or truancy rate.	P
V	In class	Examination or Unsupervised Study – student is on the school-site	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.	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. 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.	P
N	Not in class	On a school-based activity	A school-based (on-site) activity, for example: <ul style="list-style-type: none"> • cultural/sporting presentation/practice including swimming/athletic sports • one-to-one tuition either as tutor or tutored 	P
R	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	P
S	Not in class	Sickbay	Student is known to be in the school's sickbay	P
A	Not in class	Attending Alternative Education	The student is not in class, is on the school roll but funded elsewhere	P
H	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	P
K	Not in class	Attending a Teen Parent Unit	The student is not in class, is on the school roll but funded elsewhere	P
Y	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	P

Z	Not in class	Secondary Tertiary Programme (including Trades Academies)	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.	P
C	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	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. This code is not to be used for a stay in hospital. Use code "M"	P
F	Not in class	Attending an off-site course/class, or learning from home	The student is not in class but is on a legitimate off-site school-based course. Also used where student is known to be learning from home (for example, during lockdowns).	P
Q	Not in class	Attending an off-site school-organised activity such as trip/camp	A school-organised off-site activity including overseas: <ul style="list-style-type: none"> • school trip (sporting, cultural or academic) • school camp 	P
W	Not in class	Work experience	Student is working for a recognised employer as part of their course (Gateway is an example)	P
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
J	Not in class	Justified absence – the reason is within the school policy	<ul style="list-style-type: none"> • Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions etc • Planned non-attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas. • Approved absence (also overseas) including bereavement, visiting an ill relative, exceptional family circumstances or a Section 27 • A student accompanying, or visiting a family member who is on an overseas posting. (Up to 15 weeks) Eg, military or diplomatic. 	J
U	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. (This code is for the period of the stand down/suspension. It does not include the day the stand down was imposed.)	J
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"> • I didn't feel like Maths so I took the period off • I had to finish an important assignment • I went down to the river • I went to the shops • We had a test and I wasn't ready for it 	U
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). Eg, "Molly had to stay home to look after her younger brother". For New Zealand and overseas holidays use code "G".	U
G	Not in class	Holiday during term time	When a student is on a New Zealand or overseas holiday during the school term, the absence is unjustified. A parent's note does not provide justification.	U
O	Not in class	Family reunification	A student is absent due to family reunification (either overseas or within New Zealand) as a result of the opening of the "travel bubble". Counted as Unjustified absence in Ministry reporting. (Still shows as Justified absence in school SMSs.)	U
?	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 absence. 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
X	Not in class	Exam leave Unsupervised study – student is off-site	Code X is not considered an attendance or an absence and is ignored in the Ministry's attendance calculations. A student coded entirely as code X for a half-day will not be counted at all for that half-day. Note that supervised study is recorded as a regular timetabled class.	[N/A]

School closures

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

- an emergency (earthquake, flood, etc); or
- to protect the health and safety of its students and / or staff
- strike closure

The school calendar should be adjusted in the Student Management System (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. These students will not have their attendance marked because they are not attending school for the purposes of instruction, and the SMS will not allow it if it has been adjusted correctly. 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.