

# Papakura Intermediate

## Guidelines on Student Attendance

1. Student attendance will be recorded electronically by the class teacher using the school's Student Management System twice daily – at 8:30am and between 12:50pm - 1:10pm. This is a legal requirement. Please ensure you adhere to the times. The Attendance Officer will follow up with a phone call to the classroom.
2. When the class teacher marks the register and a student is absent, they will record the absence code “?”. In the event a parent/caregiver has seen the class teacher or office has been informed, and given them an explanation for the absence, the teacher/Attendance Officer will then mark them with the appropriate code and will also record the reason given under the student's name. (the key for the main codes used is found at the top of each register). A comment can be recorded in the side box and must be saved. If the box is highlighted, this will indicate that a comment was made. Teachers please read the comments. Any concerns see the Attendance Officer.
3. In the event that the regular class teacher is absent and a relieving teacher is in the classroom, they will be provided with a paper copy of the class register at the start of the day, which must be filled in and returned to the office by 9am and the details will be entered into SMS system by the Attendance Officer. The paper register will be returned to the class during the morning session so that the afternoon session can be marked and the paper roll returned to the office by 1.15pm so the afternoon session can be entered in the SMS.
4. Students arriving at school late (after 8.30am) will be required to sign in using the VisTab (tablet) and receive a printed Late Pass. This marks the student as 'late' on the roll. Students who arrive to class without a late pass must be sent back to the office to sign in (marking them on the roll) and to get a Late Pass to let the teacher know they have been marked on the roll.
5. If a student is required to leave school during the school day, the parent/caregiver will go to the Office where they will sign the student out using VisTab. The student will be called to the office and will then be able to leave with the parent/caregiver. When/if the student returns to school later in the day, he/she will be required to report to the Office to sign back in before returning to class. In this way the Attendance Officer or Office will be able to record justified absences occurring during the course of the day in the SMS.
6. Whenever possible, parents/caregivers will be encouraged to advise the school of an impending absence ahead of time. When this is not possible, then parents/caregivers will be asked to inform the school as soon as possible on the first day or after the event, using one of the following methods:
  - A phone call to the absentee phone line
  - A face to face explanation
  - A text message via Skool Loop
  - An email message to school via either attendance email address or school website stating
    1. The student's name
    2. The date of the absence, the reason for it, and possible length of absence
    3. Parent/caregiver's contact details
  - A letter on the return of the student to school (preferable only used if unable to contact the school by the above methods first)
  - A medical certificate is required if absent for three days or more

7. If parents/caregivers advise the school of an impending absence of five school days or more, and request work to be provided for the student, then the class teacher will make the work available.
8. Bulk texts will be sent out to parents of unexplained absent students, coded with a ?, daily by 9:30am. If an explanation is received this will be recorded as the reason for the absence in the SMS, using the MOE Absence Codes revised as of 2025. Replies to the bulk text will be added to the comment box for teachers to view. If contact with the family is still unsuccessful, the Attendance Officer will do a referral to the Solomon Group. *It is **important** that teachers mark their rolls accurately to avoid any unnecessary stress or worry for parents if they receive a text and their child is actually at school.*
9. If a student is absent two days with no explanation the Classroom Teacher is to make contact with the family, via phone call. If the student is absent for three days the Attendance Officer will make contact. If no contact is made 5 days in a row then the Attendance Officer is to notify truancy but inform the principal via email immediately.
10. If the absence remains unexplained when the student returns to school, the Attendance Officer and the class teacher will seek to obtain an absence note through the student or valid verbal explanation via parent/caregiver, and the Attendance Officer will continue to try and contact the parent/caregiver. If no satisfactory explanation for an absence has been received by the school within one week of the student's return to school, their code will be changed to 'T' for Truant. (If a satisfactory explanation is subsequently received after this time, then the coding of the absence will be changed by the class teacher or the Attendance Officer).
11. The Principal will meet with the Attendance Officer weekly to identify any students with attendance or lateness issues, and where there is a concern.
12. 'P.I. School Guidelines on Student Attendance' document will be reviewed and updated as needed. A copy of the guidelines will be given to teachers at the beginning of every year.
13. Information on attendance and absences will be given to parents/caregivers as part of the school's Enrolment Pack. A reminder notice will be put in the school newsletter as and when required.
14. At the end of each term, the Attendance Officer will print off and archive (for a minimum of seven years) hard copies of the attendance records for all of the classes.
15. Celebrations of Attendance
  - Whānau Points - will be given daily and tracked through our whānau comp. These will be announced at our weekly assemblies.
  - Team & Whānau Rewards will be given at different milestones
  - Individual Rewards will be given at weekly assemblies. Rewarding students for full weekly attendance.
  - End of term assembly and recognition of students who have 100% attendance each term
  - End of year recognition for 100% attendance for the year at the Y8 Graduation and Y7 Prizegiving
16. During an Emergency Evacuation teachers will be given a class list to mark off all students present.