

## TRUANCY POLICY

Revised: April 2010



### PURPOSE

NOTE: this policy follows the key principles [referred to by number] of a complex piece of law called the Privacy Act (1993). For most purposes the best guide is to use good sense and to be constantly alert to the necessity for treating information about people with great respect.

### OBJECTIVES:

1. When children are enrolled at school, enrolment details, etc are to be entered on the enrolment form.
2. One copy of the enrolment form is to be used by the class teacher to enter the child's name on their class register and another copy is to be used by the school secretary to enter the child's name and details in the admission register and the pupil's file programme on the office computer.
3. Class registers are to be marked as set out in School Attendance Procedure
4. The Principal is to be notified immediately if children who have come to school in the morning, leave school or cannot be found.
5. Children who have failed to attend school without reasonable excuse, or have been absent for five continuous school days, or whose absences have been one or more days every week or patterns of several days absence shall be referred to the teaching team leader and then the Principal for action. Parents are to be fully advised of instances of truancy by their children and the consequences.
6. Accurate written records of absences, telephone calls, home visits, letters sent and explanations given (*including time, date, and place*) must be kept by those involved.
7. The Truancy Officer (Otago Youth Wellness Centre) will be involved through the Principal.
8. Where any child has failed to attend school without reasonable excuse, and required interventions have failed to ensure a return to school attendance, or the absences have been continuous for 15 school days, or one or more days a week, or patterns of several days absence which persist for a school term, the truant will be referred to the Truancy Officer. Any child who has not attended school for twenty school days without written reason will be withdrawn from the school register. The Truancy Officer will be notified of this action.

### EFFECTIVENESS REVIEW

- 1 This policy will be reviewed by the board in accordance with its triennial programme of self-review.
- 2 The board will make its review report available to parents and staff.

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Board Chairperson

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Date