

Raglan Area School Procedure: Student Attendance Expectations

Rationale:

Students aged 6 to 16 years old are legally required to attend school every day. It is everyone's responsibility to make sure our children attend and engage in learning from when they first start school. This procedure is designed to ensure that the learning of all students is maximised, while minimising any potential for distraction.

Guidelines

1. Students are expected to remain on the school grounds during school hours unless attending a school approved EOTC (Education outside the classroom) off site event or experience.
2. Students are required to attend, and to remain in, their allocated teaching and learning classes for the duration of these lessons.
3. Student lateness to, or absence from, any class must be recorded in SMS Edge daily.
4. Students require explicit teacher permission (written, dated, signed note) to leave any class.
5. Each class is to use Wharepaku / toilet cards for students to leave the class to go and use the closest Wharepaku / toilet.
6. If a student is out of class without permission, the teacher rings the office using the classroom landline.
7. If the student returns to class:
 - the teacher talks with the student and enters notes in SMS Edge;
 - the student makes up the time with the class teacher, the teacher tries to identify the reason why the student missed class AND to negotiate next steps with the student
 - the teacher adds notes into SMS Edge and contacts whānau to keep them informed.
8. If the student is not found or does not return to the class:
 - the office contacts whānau and enters notes into SMS Edge;
 - pastoral staff continue to look for the student; and/or
 - when the student is found, all parties are informed and a hui is held to debrief and plan next steps;
 - if the student is found to be truant i.e. deliberately missing class, this time will be made up at 3.00pm the next school day in the Administration block "Whakaruruhau" student space;
 - office staff will confirm the "make up" time with the student's whanau and the whanau or subject teacher and will record this confirmation;
 - the whanau or subject teacher will have a follow-up conversation with the student during the "make up" time or at their earliest available time slot. The teacher tries to identify the reason why the student missed their class AND to negotiate next steps with the student.
 - The outcome of this follow-up conversation is to be recorded on SMS by the teacher.
9. [RAS Wet Weather Guidelines](#) are used by all staff members to closely monitor student behaviour during wet weather break times.

Signed:



Dated: 1 February 2024