



Attendance and Punctuality

Attendance and punctuality are the first steps in succeeding at school.



Attendance

Successful students have high attendance, many at or close to 100%, and they are always on time.

Our school has adopted the Ministry of Education guidelines of 85% as a minimum attendance requirement with 90% considered to be deemed as “attending regularly”. This includes attendance at classes, form time, assemblies, and tutorials as well as school activities such as Athletic/Swimming Sports Day, sports exchanges and field trips.

Attendance is monitored every period and student absences are followed up. Mrs McWhinnie and Mrs Campbell (Student Attendance Officers) send text messages around 11.00am each day to parents of students who have been marked absent without explanation.

Personalised attendance information will be included with the regular fortnightly reports for students in Years 9 to 11 that are emailed to all parents/caregivers. Year 12 and 13 students will receive a separate attendance report at the same time.

At the end of the year, students who exceed 95% attendance will receive a certificate to recognise this. Students with 100% attendance will be further acknowledged.

Students who fall below 85%:

- May be required to make up time during attendance call-back sessions in negotiation with their dean.
- May also be ineligible to represent the school in sports teams, sports exchanges and in cultural groups.
- Year 11-13 students may be required to attend compulsory tutorials.
- Year 13 students may be ineligible for Graduation.

Ultimately, students who fail to reach our attendance criteria may be required to repeat the year.

We look for parental support in promoting high attendance. Instructions on how you can access attendance data on our parent portal will be emailed to you soon. We understand that there are times when students cannot attend but we ask that this is kept to a minimum.

Please avoid:

- Appointments that require time out of class.
- Family holidays during term time. *Note: Extended absences should be discussed with the Divisional Principal before making bookings.*

Please advise us of absences by either:

- E-mailing: absences@burnside.school.nz **OR**
 - Phoning: 358 8383 ext 715 (Mrs McWhinnie)
- then** sending a note, signed by you, on their return to school.

For details on classifying absences, see notes overleaf – Protocols on School Attendance

Punctuality

Being in class on time is a courtesy. It is a way of showing respect to teachers and classmates. It also shows organisation and commitment to learning.

Attendance rates will be reported on a fortnightly basis for all students.

Ministry of Education definitions:

- *Explained absence:* An absence for which an explanation is received by the school outlining the reason for the absence.
- *Unexplained absence:* An absence for which no explanation is received.

The decision on whether an explained absence is 'justified' or 'unjustified' is determined by the school:

'Justified Absences' include:

- Explained absences for short term illness/medical reasons (medical certificate maybe requested for prolonged illness), medical appointments, school-arranged work experience, class trips, students sitting examinations at school, exam/study leave
- Unplanned absences such as bus breakdown, accident, road closure, extreme weather conditions
- Absences due to national/local representation in a sporting or cultural event in NZ or overseas
- Absences (including overseas) due to bereavement, visiting an ill relative, parent(s) sabbatical or exceptional family circumstances
- When a student is stood down or suspended
- Attendance at a Secondary Tertiary Programme (STP) e.g. Trades Academy, CTC, CPIT and STAR courses

'Unjustified absences' include:

No reason notified or

An absence where no justifiable explanation is received, or the explanation does not fall within the school's protocols for justified absences.

Please note:

- I. A parent's note does not necessarily provide justification.
 - II. A family holiday is treated as an explained but unjustified absence.
 - III. After 20 consecutive days of continuous unjustified absence, our school is required to remove a student from the roll and make a referral to the Non-Enrolled Truancy Service.
- *Attendance rate: A percentage of periods that the student attended class or other school activities out of the total number of class periods scheduled.*

The Principal has ultimate discretion in determining whether absences are justified or unjustified.