



# RANGIORA NEW LIFE SCHOOL

## POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

6.4	Legislation and Community Partnership	Attendance and Withdrawal	
Ratification	21 <sup>st</sup> June 2006	Chairperson	
Last Review	15 <sup>th</sup> June 2006	Chair of Operations Committee	

### RATIONALE / BIBLICAL MANDATE

It is a legal requirement for all children ages 6 through 16 to attend a school in New Zealand unless an exemption has been given by the Ministry of Education. Schools are given the responsibility of monitoring attendance and withdrawals in very specific ways.

### PURPOSES

- To ensure that all students are attending school according to the law.
- To ensure that there are guidelines and procedures that monitor attendance and withdrawal.

### GUIDELINES

- The school will be open for the required number of half days as gazetted annually by the MOE.
- An attendance and withdrawal register will be kept in line with MOE regulations.
- Pupils attendance will be monitored in line with MOE regulations.
- A system for following up unexplained absences will operate.
- The Principal will report to the Board of Trustees on any matters of attendance that give concern.
- Parents/caregivers, by way of the parent handbook and newsletters, are to be informed of the legal requirements for school attendance.
- Parents wishing to withdraw students from the roll or for certain periods of time (e.g. holidays in term time) will follow the withdrawal procedures.

## Appendix 1

### Relevant Legislation

#### Registers Of Attendance

SOURCE: r3-5, r8, r13 Education (School Attendance) Regulations 1951

1 r3. The head teacher of every school shall be responsible for the accurate keeping of any admission register and a register of daily attendance for all pupils attending his school. The registers referred to in this regulation shall be supplied by the chief executive of the Ministry of Education and shall be in a form approved by the chief executive at the Ministry of Education.

r4. Assistant teachers on the staff of a school shall assist in keeping the said registers and in making up summaries of attendances for each week and each term.

2 r5. The registers referred to in regulation 4 hereof shall be retained in the school until their destruction is authorised by the Minister.

3 r8. The attendance of pupils in every school shall be recorded every morning and every afternoon in the register of daily attendance, which shall be marked not later than two hours before the time of the close of morning school nor later than one hour and a half before the time of the close of afternoon school.

4 r13. The head teacher of every public school shall, within three days after the end of each term, send to the chief executive of the Ministry of Education on a form provided by that chief executive, a return of attendance for each term.

#### School Hours

SOURCE: r6-7 Education (School Attendance) Regulations 1951

1 r6. Instruction shall be given at every school on the morning and afternoon of every day on which the school is not closed for holidays and on which at least one pupil attends the school for the purpose of receiving instruction before the first half hour of the ordinary school opening time for the morning or afternoon, as the case may be, has passed.

2 r7. Provided that, when in the opinion of the head teacher the weather conditions are such as to make it clearly desirable in the interests of the pupils to depart from the usual school hours, the interval between morning and afternoon school may be curtailed by up to half an hour and the school closed for the day correspondingly earlier:

Provided also that the curtailing of the lunch hour and early closing of the school shall not be given effect in any school without the prior approval of the Board of Trustees constituted under the Schools Trustees Act 1989 or any Act passed in substitution for that Act of the adoption of the practice in general in its school.

#### Release From Attendance

SOURCE: s25A-25B Education Act 1989

s25A. Release from tuition on religious or cultural grounds

1 (1) A parent of a student under 18 enrolled at a state school that is not an integrated school may, at least 24 hours before the start of tuition in any class or subject at the school, ask the principal in writing to release the student from the tuition.

(2) Unless satisfied that -

(a) The parent has asked because of sincerely held religious or cultural views; and

(b) The student will be adequately supervised (whether within or outside the school) during the tuition,-  
the principal shall not release the student.

(3) Before releasing the student, the principal shall take all reasonable steps to ascertain the student's views on being released from the tuition.

(4) Subject to subsection (2) of this section, the principal shall release the student from tuition and (if the student is to be supervised outside the school) let the student leave the school during the tuition unless specified, in the light of-

(a) the student's age, maturity, and ability to formulate and express views; and

(b) Any views the student has expressed,- that is inappropriate to do so.

(5) Nothing in this section limits or affects section 79 of the Education Act 1964.

#### s25B. Release from school

The principal of a state school -

2 (a) May, if satisfied that-

(i) A student will receive outside the school tuition acceptable to the principal; and

(ii) Releasing the student would not result in contravention of section 25(2) of this Act,-

release the student from attendance at the school, for a period or periods agreed with a parent of the student, to receive the tuition (and, where appropriate, travel between the school and the place where the tuition is to be given):

3 (b) May if satisfied that -

(i) A student has, on any day on which the school was open for instruction, been present at the school for 4 hours or more; and

(ii) There are good reasons for the student to leave before school closes on that day -

let the student leave early on that day.

### **Enrolment and Attendance**

SOURCE: s25, s31(1)(4) Education Act 1989

#### s25. Students required to enrol must attend school

(1) Except as provided in this Act, every student of a registered school (other than a correspondence school) who is required by section 20 of this Act to be enrolled at a registered school shall attend the school whenever it is open.

1 (2) Every Board shall take reasonable steps to ensure that students who are required by subsection (1) of this section to attend the school whenever it is open do so.

(3) For the purposes of this section, a student attends a school on any day if, on the day,-

(a) It has been open for instruction for 4 hours or more; and

(b) The student has been present for 4 hours or more when it was open for instruction.

#### s31. Ensuring attendance of students

2 (1) Any Board may appoint any person to be an attendance officer for the schools or institutions it administers.

(2) A person may be appointed an attendance officer by 2 or more Boards.

3 (3) Every Board shall, by any means it thinks appropriate, take all reasonable steps to ensure the attendance of students enrolled at its school or schools (or institution or institutions).

(4) An attendance officer, on producing a distinctive badge or other evidence of appointment, or a member of the Police may at any time detain any person who appears to have turned 5 and not to have turned 16, and who is not then at school, and question the person as to the person's name and address, the school (if any) at which the person is enrolled and its address, and the reason for the person's absence from school.