

# KAIKORAI VALLEY COLLEGE



## ABSENCE AND TRUANCY PROCEDURE

### OBJECTIVES

1. To ensure students avail themselves of learning opportunities by consistent daily attendance.
2. To ensure students' safety, by knowing their whereabouts.
3. To monitor school attendance in such a way that parents/caregivers can receive early notification of any unexplained periods of absence.
4. To encourage parents/caregivers to notify the school by phone or the Edge parent app
5. To deal in a supportive way with absences which reflect significant problems.

### GUIDELINES

1. Parents/caregivers will be encouraged to phone the school or or send a message via the Edge parent app by 9.00 am for legitimate absence. There is a dedicated line for absences with an answerphone.
2. Absences will be recorded by classroom teachers at the start of every period, and entered onto MUSAC EDGE. If this is not possible, a paper copy must be taken to the main office.
3. Staff will not change pre-entered absence codes unless students are physically present. A note can be made beside the entered code.
4. Parents/caregivers will receive a text message if they are marked absent period one and two. Parents can view student absences via the parent portal on MUSAC EDGE.
5. Guidance support should be given to students and families where frequent absence reflects school or other problems.
6. Suitable agency support will be sought where there are persistent problems of attendance.

Date of Confirmation by the Board of Trustees	12.09.2001.
Reviewed	19.08.2004.
Reviewed	06.04.2006.
Reviewed	08.06.2011
Reviewed	28 May 2014
Reviewed	31 May 2017
Reviewed	31 August 2022