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**MINISTRY OF EDUCATION**
*Te Tāhuhu o te Mātauranga*

# Application to use electronic attendance registers

Send your completed application form to the Resourcing Contact Centre:

Postal address: PO Box 1666, Wellington 6011
Phone:           (04) 463 8383
Email:           resourcing@education.govt.nz

| **For Ministry use only** | |
| --- | --- |
| Audit region: | |
| School type: | |
| Authority: | |
| Payment eligibility: | |

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### School details

| | |
| --- | --- |
| **School name:** | **SMS:** |
| **School MOE #:** | **Contact person:** |
| **Contact details (email or phone):** | |

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### Attendance marking system

A **de-centralised system** is when attendance is mostly entered directly into the electronic attendance register by each teacher in the classroom. There can be exceptions to this e.g. class trips, school events or when there is a reliever in the classroom.

A **centralised system** is when attendance for all classes is entered into the electronic attendance register by a central administrator.

A **mixed system** is when a combination of de-centralised and centralised systems are used on a daily basis (ie the attendance record for some classes is entered directly into the electronic attendance register by the teacher in the classroom and for other classes is entered by a central administrator).

**What attendance marking system will be used at your school:**

☐ de-centralised system      or      ☐ centralised system      or      ☐ mixed system*

*If your school will operate a mixed system, please answer questions for both **de-centralised** and **centralised** systems.

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### Responsibility for tasks

**Write the position of the person at your school who will be responsible for each of the tasks listed below.**

**Position:**

| | |
| --- | --- |
| Marking attendance in the electronic attendance register. | |
| Entering codes (other than P,L and ?) into the electronic attendance register. | |
| Following up an unexplained absence on the day of the absence. | |
| Following up an unexplained absence after the day the absence occurred. | |
| Updating the attendance record with the appropriate code when an unexplained absence has been resolved. | |
| Identification of students with continuous and/or irregular absences. | |
| Archiving a paper copy of the electronic attendance register at the end of each term. | |
| **In a de-centralised or mixed system:** ensuring that attendance for all classes has been marked by teachers. | |
| **In a centralised or mixed system:** ensuring that attendance data has been received from all classrooms. | |

## Declaration

**The requirements for using an electronic attendance register are listed below. Tick each box to indicate that you understand the requirements and that your school will implement appropriate processes.**

*Attendance marking*

☐ Every student must be marked absent or present (either period-by-period or mornings and afternoons), during the course of every school day as required by the Education and Training Act 2020 and the Education (School Attendance) Regulations 1951.

Attendance must be marked mornings and afternoons for students taught in homeroom situations and period-by-period for students that travel from teacher to teacher during the course of a day.

☐ Schools must have processes for:
- marking attendance electronically when the students are not physically in the classroom (e.g. PE or class excursion)
- marking attendance electronically when a relieving teacher is taking the class
- identification and follow–up of unmarked classes
- **in a centralised or mixed system:** ensuring attendance documentation is delivered to the office within the time frame stated in the school's policy, for entry into the electronic attendance register.

☐ **In a de-centralised or mixed system:** marking of attendance should be completed by the teacher, in the classroom, with the students in front of them. Marking of attendance should be completed within the time frame stated in the school's policy.

If a teacher is not able to mark attendance during class time with the students in front of them, a full class list marked by the class teacher that shows each student as either present or absent must be used as the source document for later data entry. This full class list must be retained until the end of the school year. Use of absence slips is not sufficient.

☐ **In a centralised or mixed system:** a full class list marked by the class teacher that shows each student as either present or absent must be provided to the person entering the data into the electronic attendance register. This full class list must be retained until the end of the school year. Use of absence slips is not sufficient.

*Unexplained absences*

☐ Schools must have processes for:
- following up unexplained absences and informing parents/caregivers
- changing attendance records to reflect reasons for absences
- identification and follow-up of students with continuous and/or regular absences
- referring students to Truancy Services.

*Archiving*

☐ The electronic attendance register must be securely archived in **paper copy** at the end of **each term**.

## Certification

**This section needs to be completed by the principal and the chair of the board of trustees.**

I certify that the information contained in this application form, to the best of my knowledge, is true and correct.

Principal's name: _____ Date: _____

Principal's signature: _____

Board chair's name: _____ Date: _____

Board chair's signature: _____