

2. The head teacher of every registered school shall keep a register of attendance in the form provided by the Department, and all the teachers in the school shall assist in keeping the register and in making up weekly and quarterly summaries of attendance.

3. The attendance of scholars in every school shall be registered every morning and every afternoon; provided that in no case shall the register be marked later than one hour and a half before the close of morning or afternoon school, as the case may be. The register shall be marked and kept in accordance with the directions printed thereon.

4. The attendance of a child at morning school shall be reckoned as one attendance, and the attendance of a child at afternoon school shall be reckoned as one attendance, and a school open in the morning and open in the afternoon shall be deemed to have been open twice. The school shall be held to be open any morning or afternoon if at least one child is present before the first half-hour of the ordinary school time has passed. The average attendance for any quarter or any lesser period shall be ascertained by first throwing out of account what shall be called "excepted" half-days—that is, every morning and every afternoon on which the attendances have numbered less than one-half of the number of pupils belonging at the time to the school—and by throwing out of account the attendances also of every such morning and such afternoon, and then by dividing the remaining number of attendances by the remaining number of half-days.

5. If any child whose name is entered upon the register of attendance of any school shall be duly attending at an examination conducted by the Department, or the Education Board, or the University of New Zealand, or at a recognized class for manual instruction, then the time necessarily spent by such child at such examination or class, or in travelling thereto, shall be reckoned as time spent in attendance at such school; and the head teacher thereat, upon receipt of a certificate under the hand of the Secretary to the Education Board or upon being otherwise sufficiently satisfied as to the number of half-day attendances to be recorded for such child on account of such examination or class as aforesaid, shall add the total of such attendances to the total of those previously entered in the register of attendance belonging to the said school. Every such certificate when received shall be fastened into the said register, and shall not be removed.

6. On the day on which the head teacher of a school first knows that a pupil has been definitely removed from his school, such head teacher shall record the removal in the admission register and in the register of daily attendance. He shall record also that a pupil has left the school when such pupil has been absent for any period of sixty-five consecutive school days. Such pupils shall forthwith be considered as ceasing to belong to the school, and in any computation of average attendance for any period thereafter their names shall not be taken into account in any way.

7. The head teacher of every school shall, as soon as possible after the end of each quarter, send to the Education Board, on the form provided by the Department, a return of attendance for such school for the quarter.

8. The Education Board of each district shall send to the Director of Education, as soon as possible after the end of each quarter, on the form provided by the Department, a statement of the quarterly attendances for all the schools in the district.

II. Average Attendance.

9. The yearly average attendance for any school or department thereof shall be the mean of the quarterly average attendances thereat for the four quarters ending 31st December:

Provided that if the average attendance at any school or department for any one quarter is such as to make the yearly average attendance less than the minimum of the grade or subgrade in which the school or department would be placed if it were graded on the mean of the quarterly average attendances for the other three quarters of the year, then the mean of such last-named three quarterly average attendances shall be deemed to be the yearly average attendance for such school or department.

Provided further that if it is shown to the satisfaction of the Minister, on the certificate of the District Health Officer, that an infectious disease of an epidemic character has during one or two quarters been locally prevalent to the extent of affecting 10 per cent. or more of the children in any school or department, then the mean of the quarterly average attendance for the remaining three or two quarters of the year shall be deemed to be the yearly average attendance for such school or department.