

teacher thereat, upon receipt of a certificate under the hand of the Director of Education, 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.

7. 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 attendance for any period thereafter their names shall not be taken into account in any way.

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

9. At the beginning of each year a new register of daily attendance shall be opened. When the number of scholars attending, or likely to attend, is large, it will be convenient to keep one book for boys and another for girls. The names of children shall be entered in order according to their respective classes.

10. In cases where from any cause, such as bad weather, the school has not been open in the morning, the teacher shall do what he can to encourage an afternoon attendance, if possible, in order that the school work may be carried on regularly and efficiently. The holding of the afternoon school must in no way be made to depend on the morning attendance.

11. When no school work has been done on an ordinary half-day the teacher shall give a circumstantial and satisfactory statement in the log-book, showing that the total absence of pupils has not been owing to any act or default of his. The opportunity to attend must be offered in good faith twice a day.

12. The teacher shall post his quarterly returns within three days after the last school day in each quarter. No salary shall be paid to any teacher if and so long as his returns are more than one month in arrear. Returns are to be considered as in arrear until they have reached the office in a perfectly correct form.

13. Fraudulent entries in any register or return may lead to summary dismissal.

In connection with the marking and keeping of the registers the following offences shall be regarded as inexcusable:—

- (a.) Not providing in the time-table a fixed time in the morning and another in the afternoon for the marking of the roll.
- (b.) Not marking the roll at the time fixed by the time-table.
- (c.) Marking an absent pupil as present.
- (d.) Not entering the total of the morning's marks as soon as the marking for the morning is done, and similarly with respect to the afternoon.
- (e.) Marking the register otherwise than in ink.

II. AVERAGE ATTENDANCE.

1. The yearly average attendance for any school 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 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 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.

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, 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.

2. (1.) The quarterly average attendance for the Native schools grouped for the Dominion shall be the total of the quarterly average attendances of all the schools.