



ATTENDANCE POLICY

No 601

Rationale

Non-attendance at school has been identified as a major barrier to learning and a significant indication of at-risk students. It is the right of everyone in New Zealand to attend school, and the responsibility of parents/caregivers to ensure attendance of all children up to the age of 16.

Policy Statement

The Board of Trustees recognises that it must take all reasonable and practicable steps to ensure full attendance of students. It will take measures to:

- Assist students to attend school on a regular basis.
- Optimise learning requires that students attend school at all times that it is open.

Policy Guidelines

- Attendance registers will document attendance and non-attendance.
- Attendance information will be placed on students' cumulative records.
- An at-risk register will be kept on which will be placed the names of students whose attendance causes concern.
- The school will have an enrolment procedure in line with the Education and Training Act 2020, and school guidelines.
- Procedures outlined in the Attendance Procedures will be followed when students are identified as truant.
- Emergency closure procedures are in place.
- The school will have a consistent system for marking attendance registers.
- Suspension procedures in line with Ministry of Education requirements and school guidelines will be met.
- School management will carry out detailed analysis of student attendance on a termly and annual basis providing the Board with information on trends and issues. These may include details of ethnicity, year level, gender.

Ratified by Board: 7 March 2022	Next Review: March 2025
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