

## 14. ATTENDANCE

### Purpose

Non-attendance at school has been identified as a major barrier to learning and a significant indication of at-risk students. We expect the maximum possible attendance of students because it is essential for good teaching and learning. Non-attendance may jeopardise the award of external qualifications. The board must take all reasonable steps to ensure that the school's students attend the school when it is open.

### Guidelines

- It is the responsibility of parents/caregivers to ensure attendance of children at school and to notify the school in the event of absence.
- Attendance checks will be taken as per the procedures for each campus.
- Parents are asked to phone in when a child is away or notify absence on the school app.
- Approved reasons for absence are generally confined to ill-health and bereavement or other family circumstances, adverse weather conditions or extra-curricular commitments.
- A student shall be considered truant if:
  - The student or their parent are unable to satisfactorily explain the absence
  - The reason does not meet the Ministry of Education Guidelines for a justified absence.
- Truancy is a serious offence and will be responded to in an appropriate manner using the procedures set out for each campus. Ongoing or chronic truancy/non attendance will be referred to the Attendance Service and then 'Rock On'.
- The responsibility for attendance lies with the Associate Principal at the Senior Campus and the Deputy Principal at the Junior Campus.
- Reporting
  - Attendance data will be reported to the board at each meeting
  - Truancy data will be analysed and reported to the board twice yearly.
  - Attendance data is reported to whānau three times per term through Hargest Way reports.
- Procedures
  - Refer to operational procedures at each campus in the staff handbook.

[Attendance and Engagement – A user-guide to the additional attendance indicators](#)

[Education and Training Act 2020: Section 36](#)

**Ratified by Board of Trustees  
11 April 2024**

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Updated by: Lorie McDonald	Approved by BoT	Page: 1 of 1