



## **ATTENDANCE POLICY**

### **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 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
- Optimised 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.

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Reviewed by the Board: 7 April 2025

Next Review: April 2028

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