



**Rationale:**

School Boards, Principals, individual teachers, parents and whānau are responsible for ensuring students regularly attend school.

Section 25 and Section 31 of The Education Act 1989 require every Board to take all reasonable steps to ensure students attend school when it is open.

Being present and engaged is fundamental to student achievement.

**Purpose:**

The purpose of this policy is to provide procedures for achieving the best possible student attendance results.

**Scope:**

This policy applies to all students and staff.

**Guidelines:**

1. The school will develop a range strategies and procedures to maximise attendance.
2. The school management will regularly review procedures against best practice.
3. The Principal will report to the Board about attendance rates at least quarterly.

**References or Sources:**

1. National Administration Guideline 1
2. Attendance Matters – Guidelines for implementing an effective attendance management plan (MOE June 2011)

**Review details:**

| Review Date                  | Reviewed by                            |
|------------------------------|--|
| April 2020                   | SMK, ELL                               |
| Review cycle: <b>3 years</b> | <b>Due date for Review:</b> April 2023 |

**Management Contact:**

Assistant Principal (Students)