



ATTENDANCE

Rationale:

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

Section 33 of the Education and Training Act explicitly includes the right of all enrolled students to attend school during all the hours the school is open for instruction. 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 of 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. NELP Priority 2
2. Attendance Matters – Guidelines for implementing an effective attendance management plan (MOE June 2011)
3. Education and Training Act 2020

Review details:

Review Date	Reviewed by
April 2023	SMK, THO
Review cycle: 3 years	Due date for Review: April 2026

Management Contact:

Deputy Principal