



6.1 ATTENDANCE POLICY

Outcome Statement

Consistent attendance is a key factor in educational achievement, as well as being a legal obligation on the part of parents, whānau and caregivers, and the school under the Education and Training Act 2020. The Board recognises the very strong correlation between high levels of attendance and high levels of achievement. The school will accurately record attendance electronically to highlight patterns of attendance that can then be appropriately managed.

Scope

Students are expected to attend school when required, and to be on time for classes. This policy applies for off-site activities as well, such as vocational courses, and EOTC activities.

Delegations

The responsibility to uphold this policy for the school is delegated to the Principal.

Expectations and Limitations

1. The school will monitor the daily attendance of students to:
 - Ensure their safety both in getting to school, and in accounting for them in an emergency
 - Identify students with achievement, engagement, or other issues
 - Meet the school's legal responsibilities.
2. The school will communicate attendance expectations clearly to parents, whānau, caregivers, and students via enrolment documentation and on the school website.
3. Parents, whānau and caregivers also have legal obligations to ensure their children attend school. The school expects them to notify the school if their child is going to be absent by either:
 - Logging this in the school app
 - Emailing attendance@npghs.school.nz
 - Calling the school office (06) 757-3897 during the school day
 - Responding to absence notifications in a timely manner

Parents are asked to:

- Try to arrange appointments etc. outside school hours or in school holidays
 - Work with the school to manage any attendance issues.
4. Absences are unjustified unless the student is unwell, so cannot attend school, or has suffered a bereavement. Holidays should only be taken during school holidays. If there are exceptional reasons for a holiday in school time, permission must be sought from the Principal via email.

5. Unacceptable levels of absence:
 - Attendance is monitored through Kamar (the school's student management system).
 - Unacceptable levels of absence are followed up with parents/whānau/caregivers, as appropriate.
 - If the school cannot satisfactorily deal with a student's irregular attendance, the case will be referred to the Attendance Service.
6. Teachers accurately record student attendance each spell of the day in Kamar, including Kāwai Huia. If a student is absent without explanation, an automated text message is sent to the parent/whanau/caregiver.
7. Leaving school during the day:
 - Students may not leave the school during school hours except by special arrangement – for example, a parent request (via the School App, email or phone) for the student to attend a medical appointment.
 - The student must collect a leave pass from Student Services.

Legislative Compliance

Education and Training Act 2020

Reviewed: June 2022	Next review: 2025
---------------------	-------------------