



6.1 ATTENDANCE MANAGEMENT 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 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 and follow up on 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 and students via enrolment documentation and on the school website.
 - notify parents/whānau promptly so they can act accordingly. Additional conversations with parents/whānau will take place where taiohi/young people have 5 or more full days unjustified absence in a term, or where absences remain unexplained at the end of each week.
 - work with individual students/whānau, and across the school as a whole, to improve attendance.
 - record and report absences to the Ministry of Education.
3. Parents/whānau also have legal obligations to ensure their children attend school. Parents should 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 and leaving a message on the absence line

Parents are asked to:

- arrange appointments etc. outside school hours or in school holidays whenever possible.
- provide reasonable details regarding the reason for the absence. The Ministry of Education requires us to code all absence from school so we need to know the reason for the absence in detail.
- respond to absence notifications in a timely manner to allow accurate tracking of attendance
- work with the school to manage any attendance issues.

4. Students have responsibilities in attendance too. Students should:

- arrive at school on time each day and be present in their Spell 1 lesson at 8.40am (9.10am on Tuesdays)
- remain onsite until the end of school at 3.20pm, unless a leave pass has been approved.
- attend all classes and school events as timetabled.
- be prompt to lessons. Students who arrive more than 5 minutes after the start of class will be marked as late.
- see the school nurse at Wai Ora if they are injured or are unwell at school. The nurse will determine if they need to go home, or see another medical provider, or if it is possible for them to stay at school.

5. Coding of absences.

Justified absences are generally for no more than five school days and include but are not limited to:

- illness. A medical certificate may be required for prolonged illness or repeated regular medical absences.
- attending a funeral or tangihanga, or going to visit a relative who is unwell within or outside of New Zealand.
- reasons within the school policy. Absences which are considered justified by NPGHS are:
 - national/local representation or competition in a non-school sporting or cultural event or scholarship in New Zealand or overseas
 - completing a drivers licence assessment (note that lesson appointments should be made for out of school time)
 - cultural celebrations of significance to a taiohi/young person and their family. Examples include Ramadan, Eid al-Fitr, Yom Kippur, or Raksha Bandhan, Polyfest, Te Matatini.
 - other events at the Principal's discretion.

Unjustified absences include but are not limited to:

- holidays taken in term time. Holidays should only be taken during school term breaks. If there are exceptional reasons for a holiday in school time, permission must be sought from the Principal, via email, in advance.
- truancy or when no explanation is provided.
- situations where the parent/whānau has explained the absence but the reason does not fit within the school or attendance codes as a justifiable reason to take a student away from school.

6. Unacceptable levels of absence:

- attendance is monitored through Kamar (the school's student management system).
- unacceptable levels of absence are followed up with the student, and their parent/whānau.
- if the school and parent/whānau cannot sufficiently improve a student's attendance, the case will be referred to the Attendance Service.

7. 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/whānau.
8. Leaving school during the day:
 - students may not leave the school during school hours except by special arrangement – for example, a parent/whānau request (via the School App, email or phone) for the student to attend a medical appointment.
 - the student will be issued a leave pass, and can collect a printed copy from student services.

Legislative Compliance

Education and Training Act 2020

Additional resources:

NPGHS School Attendance Procedure (to be reviewed)

[Nationwide Attendance and Engagement Strategy](#)

[School attendance codes](#)

Reviewed: February 2025	Next review: 2028
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