



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

**POLICY**

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### *Attendance*

#### **Rationale**

Non-attendance at school is a major barrier to learning and a significant indication of at-risk students. It is the right of every person aged 6-16 years who is a resident of New Zealand to attend school, and the responsibility of both Boards of Trustees and parent/caregivers to ensure attendance of all students. The Mt Eden Normal Primary School Board of Trustees recognises its responsibilities to ensure regular attendance of enrolled students, and is committed to taking all reasonable steps to ensure regular attendance at school.

#### **Purpose**

To ensure that;

1. Students attend school on a regular basis, unless they are unable to do so due to ill health or exceptional circumstances, as defined by Ministry of Education requirements

## Requirements

1. An attendance register will be used to document attendance and non-attendance on a daily basis
2. Attendance information will be recorded as part of a students' cumulative records.
3. Attendance will be monitored to ensure that concerns relating to attendance are acted upon in a timely manner
4. The school will have an enrolment system that meets legislative requirements
5. Procedures will be put in place when students are identified as truant in accordance with Ministry of Education guidelines. Children will only be authorised by the Principal to attend school late, be picked up early from school or be absent from school on days open for instruction for legitimate reasons, including;

- *Sickness*
- *Medical quarantine*
- *Medical/dental appointments*
- *Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions*
- *Attendance at Ministry- approved educational provider or course (with prior approval of the Principal)*
- *Competing in a sporting or cultural event in New Zealand or overseas (with prior approval of the Principal)*
- *Bereavement or visiting a sick relative (with prior approval of the Principal)*
- *Exceptional family circumstances*
- *Accompanying or visiting a family member in an official overseas posting (such as military or diplomatic service, with prior approval of the Principal)*

Children will not be authorised by the Principal to attend school late, be picked up early from school or be absent from school for reasons other than those set out in Ministry guidelines, including;

- *Birthdays*
- *Shopping trips*
- *Non-school based extra-curricular activities from external providers (such as private music lessons, sports coaching, dance classes etc)*
- *Family recreational trips or holidays during term time*
- *Any other reason deemed by the Principal to be outside Ministry of Education guidelines and/or recreational and/or frivolous in nature*

7. The Principal has discretion to authorise off-site tuition/course from Ministry of Education-approved and accredited providers
8. All absences will require a valid explanation from parents or caregivers
9. Authorised absences will be made at the discretion of the Principal, following Ministry coding and guidelines
10. Where irregular or prolonged absences are noted, appropriate action will be taken to contact caregivers and ensure appropriate steps are taken
11. Where families fail to respond to school efforts to remedy attendance concerns, the district truancy Service will be involved
12. Clearly defined procedures will be in place to guide staff actions related to non-attendance
13. Actions taken will be clearly documented
14. School-wide trends will be monitored and reported regularly to the Board of Trustees
15. Outside agencies will be involved only with the approval of the Principal

## **Conclusion**

Procedures for recording, monitoring, reporting and following up on attendance concerns will ensure that legislative requirements are met and that teaching and learning are not adversely affected by unjustified absence from school.

## **Reference**

[Attendance Matters](#) - Ministry of Education, 2011

## **Related Policies**

Concerns and Complaints Policy

Enrolment Policy

Child Protection Policy

Curriculum Delivery Policy

Signed: Annette Quesado, Presiding Member

## **Policy review details**

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