



Policy – Attendance

Policy to support NAG 6 Legislation

Outcome statement

Regular and prompt attendance at school is a major component of students achieving success at school. Pukekohe Hill School will foster strong relationships with a range of agencies in order to support whānau to achieve regular attendance.

Scoping

The Education and Training Act 2020 requires that all children six years old and over must attend school. Once enrolled, it is compulsory for children to attend school regularly.

Delegations

Schools (boards, principals, and individual teachers), along with parents and whānau, are responsible for making sure students attend school regularly. Under sections 36, 48, 49 and 242 of the Education and Training Act 2020, every school board must take all reasonable steps to make sure students attend school when it's open for instruction.

Expectations and limitations

Pukekohe Hill School encourages students to participate fully in school life. Students are expected to attend school when school is open for instruction, and to be on time for classes. This policy applies for off-site activities as well, such as EOTC activities.

Children aged 4 and 5 who would benefit from a staggered transition to school will have a transition plan that is agreed on between the, child's parents, the Principal and Ministry of Education. If a student has started school (any time before the age of 6), and if issues emerge that means full time attendance is difficult then a transition plan may be also put in place with agreement from all parties. The student will then be required to attend school in accordance with that plan.

Pukekohe Hill 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 our legal responsibilities.

Parents and guardians also have legal obligations to ensure their children attend school. The school expects parents to:

- notify the school if their child is going to be absent by phone, text, or email by 9.15 am
- try to arrange appointments etc. outside school hours or in holidays
- work with the school to manage any attendance issues.

Absences are usually unjustified unless the student is too sick to attend school, or has suffered a bereavement. Sometimes a student might be out of class but should still be marked present, such as when attending a medical appointment.

Unacceptable levels of absence Attendance will be monitored through the use of the student management system (ETap), with parents notified of absences and/or patterns of absences. Patterns of poor attendance (below 90%) or broken attendance will be communicated with whānau. The support of outside agencies or the the Attendance Service will be sort if any improvement in attendance is required.

A history of consistent attendance may be required for students to represent or be part of additional school activities.

Procedures/supporting documentation

Attendance procedures and codes

Monitoring

Legislative compliance

[Education and Training Act 2020](#)

Reviewed: *May 2021*

Next review: *May 2023*
