



# Mt Eden Normal Primary School

Te Whare Akoranga o Maungawhau

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## POLICY

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

## **Conclusion**

1. 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: Ginny Parsons, Chairperson

Date: Oct, 2018

## **Policy review details**

Version / date: Oct, 2018

Review cycle: Triennial

Date for next review: Oct, 2021