



# Te Kauwhata College

## Attendance Policy

### **POLICY STATEMENT**

The Te Kauwhata College Board will take all reasonable steps to ensure that learning opportunities are maximised through regular attendance of enrolled students. We recognise the important link between attendance, and student wellbeing, achievement and engagement.

### **Legal Basis**

Students aged between 6-16 years old are legally required to attend school every day.

### **Expectations:**

Students are expected to attend school regularly and on time.

### ***National Education and Learning Objectives 1 and 2:***

***LEARNERS AT THE CENTRE:*** *Learners with their whaanau are at the centre of education.*

***BARRIER FREE ACCESS:*** *Great education opportunities and outcomes are within reach for every learner.*

***The Government's target is for 80% of students to attend regularly, that is to attend school more than 90% of the time.***

### **Purpose**

- To ensure accurate records for student attendance are kept.
- To ensure that students who do not attend are followed up and that the reason for their non-attendance is valid.
- To ensure parents/caregivers are informed of any concerns the school has regarding the attendance of their children.
- To implement the Stepped Attendance Response (STAR) at all levels of attendance.

### **How we do this:**

- The principal will appoint staff and delegate duties so as to manage the recording of electronic student attendance registers and follow-up procedures for non-attending students.
- Mentor teachers are responsible for monitoring their mentor class's attendance and ensuring that parents are informed of attendance concerns.

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- Deans are responsible for the monitoring of student attendance for their respective year level mentor classes and working with the Mentor teachers to address any attendance concerns.
- Non-teaching staff who have duties associated with our attendance system will support the Senior Leadership Team in their efforts to maintain accurate and up-to-date attendance information.
- Classroom teachers are responsible for recording student attendance/absence to their classes on a period-by-period basis as required through procedures developed by the school.
- Outside agencies including Waikato Attendance Services will be used as appropriate to help support attendance at school.
- The principal will present a report to the Board at Board meetings providing information on attendance data, including trends and issues.

Reviewed: March 2025	Next Review: March 2027
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## **STEPPED ATTENDANCE RESPONSE - STAR**

### **(I) Less than 5 days absence (in a school term)**

- Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term
- Communicate to parents what steps the school will take in the event their child is absent from school
- Communicate good attendance habits to students and parents
- Monitor attendance
- Communicate to parents about every absence
- Maintain contact details of parents
- Provide students with regular updates on their own attendance
- Report regularly to parents on attendance of their child
- Support students getting to school
- Use school level approaches to promote good social and learning environments.

### **(II) Up to 10 days absence (in a school term)**

- Send formal notification and contact parent/guardian to discuss reasons for absence.
- Support students to catch up missed learning where required.
- Use in-school resources as appropriate to remove barriers e.g. counsellor, 2<sup>nd</sup> hand uniform shop, PB4L

### **(III) Up to 15 days absence (in a school term)**

- Send escalated formal notification to parents
- Hold meeting to analyse reasons for absence and to collaborate on a support plan
- Develop and implement a plan tailored to the reasons and circumstances around the child's absence
- Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed.

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## **(IV) 15 days or more absence (in a school term)**

- Send warning notice and make contact to arrange meeting with parents
- Escalate to multi-agency response
- Participate in multi-agency response
- Implement and monitor improvement plan
- Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up
- Unenrol students who will not be returning to school.