Attendance Policy

The goal of the attendance policy is to support all ākonga (students) to have regular attendance (90%) and engage in all learning opportunities. Regular attendance will assist with progress and achievement.

Student Attendance

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.

Piopio Primary School encourages students to participate fully in school life. 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 EOTC (Education Outside The Classroom) activities.

We 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 8:50 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. For a full list of absence codes, see **Attendance Matters**. Holidays should only be taken during school holidays.

Also see **Attendance register below**

Unacceptable levels of absence

Attendance is monitored through our student management system (SMS), and parents are notified of absences and/or patterns of absences. The school follows up on unacceptable levels of absence (10 half-days per term) and may refer the case to the **Attendance Service** (supports schools to engage families to have regular attendance, when attendance has become of concern).

Leaving school during the day

Students may not leave the school during school hours except by special arrangement – for example, a parent request (verbal or written) for the student to attend a medical appointment. The school office organises collection from class.

If a student becomes ill at school, follow the **procedure for managing sick or injured students.**

All teachers must comply with the school's standard schedule. Students should be supervised until they are formally released.

Out of school tuition and activities

Any request from a parent for their child to attend a programme or activity off-site during school hours must be made at least one week before the planned event. The request is approved or declined entirely at the discretion of the principal who considers each application on its merits, using the following criteria:

- The specific relevance and benefit to the student's education and their learning and development goals.
- The length of time away from regular school programmes that the activity will require.
- The qualifications and experience of the course provider.

If permission is granted for a student to attend such a programme, they are marked as present for that time, with a comment about their attendance at the programme.

The principal assures the board that student absences are correctly recorded, monitored, and followed up. The principal reports to the board on any annual targets for student attendance.
Legislation

- Education and Training Act 2020

Resources

- Ministry of Education: **Legal responsibilities and national guidelines for schools on attendance**
- Ministry of Education: **Managing student attendance**   (see *Attendance Matters: Guidelines for implementing an effective attendance management plan* at the bottom of the page)

Attendance Register

Attendance registers are official legal documents, audited regularly by the Ministry of Education. Recording attendance electronically highlights patterns of attendance that can then be appropriately managed.

Full guidelines are in the Ministry of Education **Circular 1997/24**.

Follow this process to record attendance:

Responsibility: **Action**

Teachers	1.	Record and save attendance information in eTap.
		Record students who are absent for an unknown reason with a question mark (?). The school office staff will change this later if the reason is established.
		Record students who are absent for a known reason with the appropriate code. The school office staff will then know that there is no need to follow up.
	2.	Record all absences in the emergency evacuation folder. Keep this in the classroom.
School office staff	3.	Check absences room by room, and change codes after following up any students who are un-notified absent.
	4.	Update the student management system (SMS) with any students who go home sick.

Health & Safety: refer to the Health & Safety policy

Reviewed: 28/03/2023