



School Attendance

(Attendance, Management, Programme)

Te Taumata

Maintaining regular attendance is essential for all students to achieve their fullest potential and is a critical component for effective learning.

This policy is designed to ensure that all students at Te Wharekura o Te Kaokaoroa o Pātetere attend school regularly, align with New Zealand legislation, and provide procedures to address absenteeism promptly and effectively.

The government has set a target of 80% of students to be present for more than 90% of the term by 2030.

1. Beginning of the year procedure:

- Paper rolls will be created by the office to operate for the first two weeks.
- The office will ring home daily for these two weeks to ascertain status of students.
- Once parents notify non-returning. These students removed immediately.

The goal is to establish a much more accurate beginning of the year roll, and removal of those not returning. Thereby greater accuracy will establish more accurate, numbers, names and nextstep.

Kaupapa Here

2. Attendance Monitoring

- Teachers will record student attendance at the beginning of each school day and after lunch.
- The school administration will review attendance records daily and investigate any unexplained absences.
- The school administration will also contact whānau if any student's absences are unexplained. To provide guidelines for the use of physical restraint when it is seen as a last resort To maintain a record of any incidents of physical restraint and provide for debriefing of these incidents

Attendance category	Student with	Equivalent
Regular attendance*	Over 90% attendance	Absent for fewer than 5 days across a term
Irregular absence	More than 80% and up to 90% attendance	Absent for between 5 and 9 days across a term
Moderate absence	More than 70% and up to 80% attendance	Absent for between 10 and 14 days across a term
Chronic absence	70% attendance or less	Absent for 15 day or more across a term

3. Reporting Absences

- Parents/caregivers must notify the school by 9 AM if their child will be absent, providing a reason for the absence.
- If a student is absent without notification, the school will contact the parents/caregivers to determine the reason for the absence.
- If a student is absent for 21 consecutive days parents are notified that student will be removed from our roll. And their position offered to someone on the waiting list

4. Addressing Chronic Absenteeism

- If a student is away for 3 consecutive days a letter is sent home requesting explanation.
- If a student is frequently absent, the school will initiate a meeting with the parents/caregivers to create an attendance improvement plan.
- The school will provide support services, such as counselling, to address any underlying issues contributing to absenteeism

5. Excused and Unexcused Absences

- Excused absences include illness, medical appointments, family emergencies, and other valid reasons as approved by the school including Poukai and Tangihanga.
- Unexcused absences are those without a valid reason and will be addressed according to the school's disciplinary procedures.

6. Attendance Incentives

- The school will implement positive reinforcement strategies to encourage regular attendance, such as awards and recognition programs and acknowledged at end of year prize giving.