



POLICY

ATTENDANCE

Rationale

Learning is a process that requires continuity and consistency. Tamariki and their whānau should be encouraged to attend school everyday and everyday the school must endeavor to be welcoming, inclusive and add learning value.

Students | ākonga absence has far reaching implications for current and future well-being and academic success.

Absence should be closely monitored and communication with whanau will be open, frequent and positive.

Good attendance will be celebrated both with the whānau and the child.

Purpose

To promote and reward good attendance.

To find any underlying causes of absence and work to resolve them.

Continually strive for excellent attendance for all tamariki by creating a safe, welcoming and caring space for all tamariki and whānau to encourage excellent attendance

Guidelines

Attendance Monitoring:

1. The roll is taken twice a day by the classroom Kaiako
2. Any communication received from whānau regarding absence is recorded in the whanau communication log
3. The class register is updated by the school office when information is received relating to absence
4. Any students | ākonga arriving after 9am are recorded as late
5. Attendance data will be shared with the Ministry of Education every day that the school is open

Absence

Absence is dealt with by implementing our Attendance Plan - based on the Stepped Attendance Response Plan (STAR) as provided by the Ministry of Education, with a stepped set of actions. Which include:

- If a students | ākonga is absent without any reason given the office will send an absence text to prompt a reply
- Whānau will be updated once a term on their child's attendance or more often if it is causing concern

- The school expectations around attendance will be clearly communicated with whānau and reinforced regularly
- All staff are committed to celebrating attendance and keeping communication with whānau respectful, regular and positive
- Letter will be sent after worrying absence of more than 5 days
- A meeting with whanau will be called after concerning absence over 10 days
- We will continually look to improve our response and understanding of tamariki absence

Conclusion

Parents have a legal obligation to ensure that their children attend school regularly. The school will endeavour to encourage parents to meet this obligation by providing an inviting space, by removing barriers when possible and seeking outside assistance if needed.