

# WAITAKERE COLLEGE

**Section F (NAG 6)      LEGISLATIVE COMPLIANCE**

**Policy                      ATTENDANCE**

**Date of Review          August 2016**

**Reviewers                Assistant Principal Olivia Fugmann, PCT, Principal**

## **Goal**

To have all pupils attend classes to maximise learning, to encourage attendance and to discourage unexplained absences. The Board, under S31 of the Education Act, is responsible for "taking all reasonable steps to ensure the attendance of students enrolled at its school or schools (or institution or institutions)".

## **Objectives**

- 1 To ensure that school attendance is effectively monitored by robust and accurate systems.
- 2 To respond appropriately to attendance problems.
- 3 To gather and analyse data with a view to improving daily attendance.

## **Guidelines**

- 1 Parents should contact the school to explain absences of their children preferably on the day of the absence.
- 2 Attendance at school will be monitored daily.
- 3 Tutor Class teachers, Deans and AP/DPs are responsible to ensure the patterns of absence are identified and appropriately dealt with.
- 4 The school will liaise with other agencies to follow up consistent unexplained absences (Waipareira, CYF, Police Youth Aid, Nets etc.
- 5 KAMAR based attendance programme operated by Student Records, Support Staff.
- 6 The school will continue with an approved Electronic Monitoring System in accordance with MoE regulation and also utilise ENS (Early Notification System) for caregiver contact

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Chairperson

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Principal

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Date