

Section F (NELP 1) LEGISLATIVE COMPLIANCE

Policy: Attendance

Date of Review: August 2024

Next Review: August 2027

Reviewers: Associate Principal Olivia Fugmann, Pastoral Care Team (PCT),
Principal Principal

Goal

To have all students attend classes to maximise learning, to encourage attendance and to discourage unexplained absences. The Board issues as they arise responsible for taking all reasonable steps to ensure the attendance of students enrolled at the College.

Objectives

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

Guidelines

- 1 Parents are encouraged to contact the College 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 responded to appropriately.
- 4 The school will liaise with other agencies to follow up consistent unexplained absences (Attendance West , Oranga Tamariki, Police Youth Aid, NENS)
- 5 The Colleges utilizes the KAMAR based attendance programme operated by Student Records, Support Staff.
- 6 The school will continue with Electronic Monitoring System in accordance with MoE regulation and also utilise ENS (Early Notification System) for caregiver contact.

Chairperson

Principal

Date