

Hauraki Primary School

Policy Document

Attendance

Rationale

Student attendance, along with effective teaching, has the greatest influence on student engagement and achievement. All students must be present at school so they can participate and engage in learning. Parents and the Hauraki School Board (the Board) have shared legal responsibilities to ensure students' regular attendance at school.

Purpose:

To ensure that every student at Hauraki School is able to achieve their highest possible standard, the Board will:

- comply with all relevant legal requirements set out in the Education and Training Act 2020.
- take all reasonable steps to ensure that students attend the school when it is open.
- work with parents/caregivers and whanau to improve attendance where required.

Guidelines

1. The Ministry of Education (the Ministry) considers regular attendance to be 90% attendance or above. This is the equivalent of having fewer than 10 half days or 5 full days off school per term.
2. The Board will share these attendance expectations with students and their parents/caregivers, whanau, and expects students to be present and attend classes on time.

Parent/guardian obligations

3. Parents and guardians have legal obligations to ensure their children attend school. We expect parents/guardians to:
 - notify the school as soon as possible if their child is going to be absent.
 - arrange appointments and trips outside school hours or during school holidays wherever possible.
 - work with the school to manage attendance concerns.
4. Students are not allowed to leave the school during school hours unless prior permission is requested by parents/caregivers and given by the school.
5. Parents/guardians may ask for their child to be excused from certain areas of the curriculum for religious or cultural reasons. The principal reviews these requests and

considers the preferences of the student. The school provides supervision for any students who do not participate in certain areas of the curriculum.

New Entrants

6. Hauraki school has a group entry policy for new entrant children. They start in groups on the Monday of week 1, week 4, or week 7, whichever follows their fifth birthday.
7. Children are normally invited to attend school visits in the last week of the term before they are due to start school. These visits are normally from 9.30 – 10.30 a.m. on the Tuesday and Thursday of that week.

Attendance management procedures

8. The school records and monitors attendance using our attendance management procedures. We share our attendance information with the Ministry, which ensures we receive the correct funding and staffing entitlement. We keep our attendance registers for seven years from the date of last entry.
9. The principal will regularly review and analyse attendance data, and work with teachers, parents/caregivers and whanau to identify and address specific root causes of absences.
10. The principal will assure the Board that student absences are correctly recorded, monitored, and followed up, twice a year when presenting mid-year and end of year achievement.

Signed: _____



Date: _____

6/11/2023

Presiding Member of the Board

Review Date: _____

Term 4 2026 .

Relevant policies

- New Entrants' Evaluation
- The Role of the Parent/Guardian in School Life
- Tiriti o Waitangi
- Māori and Pasifika Engagement and Achievement