

## **ATTENDANCE POLICY**

### **Rationale**

Research has shown that there is a strong link between high levels of attendance and high levels of achievement. Non-attendance at Otahuhu College has been identified as a major barrier to achievement and a significant indicator of at risk students. It is the right of everyone in New Zealand to attend school and the responsibility of the parents/caregivers to ensure attendance of all children up to the age of 16.

The Board of Trustees, under Section 31 of the Education Act 1989, is responsible to take all reasonable steps to ensure the attendance of students enrolled at Otahuhu College.

Attending regularly is defined by the Ministry of Education as attending over 90% of half-days. A half day means that a student is present for teaching and learning for either 2 hours in the morning or 2 hours in the afternoon.

Procedures will:

1. Ensure the school's attendance is effectively recorded and monitored throughout the day.
2. Inform parents and caregivers regularly of their child's absences and attendance rate.
3. Be designed to assist students to attend school regularly.
4. Implement a system of rewards and sanctions.
5. Improve the overall proportion of students who are attending regularly (over 90% half day attendance)
6. Report to the Board of Trustees on Attendance for key groups of students as identified in the Strategic Plan.

### **Guidelines**

- 1 Procedures will be implemented which enable the early identification, monitoring and intervention for students who are not attending regularly.
- 2 Procedures will develop consistent communication between school and home.
- 3 Guidance and Counselling staff will identify and address the cause of poor attendance.
- 4 Regular attendance is a requirement for attending selected school events as determined by the Principal, this will be advertised in advance to act as an incentive.
- 5 Regular attendance will be a requirement for premier sports teams unless there are exceptional circumstances and dispensation is given by the Principal.
- 6 Graduation at Year 13 will require regular attendance unless there are exceptional circumstances and dispensation is given by the Principal.
- 7 Regular attendance is a requirement to move up a year level automatically. Non-regular attendees and their families must make a commitment to attend Otahuhu College.
- 8 Otahuhu College management will follow legal guidelines and inform the Board, with regard to unresolved attendance issues and any possibility of prosecution.