

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 Under Section 48 of the Education and Training Act 2020, must, by any means it thinks fit, 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. Chronically absent at school is defined as attending 70% or less.

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) for the year.
6. Decrease the overall proportion of students who are chronically absent (70% or less half day attendance) for the year.
7. 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 Students who are chronically absent from school will not be able to participate in extra curricular activities
 - a. Only when students have maintained regular attendance (90%) for the four weeks preceding the finalisation of the team/activity group may the principal consider a dispensation.
 - b. For students granted a dispensation they must maintain regular attendance to continue to participate.
 - c. If a student who was granted a dispensation, attendance improves to over 70% then they are no longer chronically absent.
- 5 Year 13 students who are chronically absent from school will not be eligible to Graduate, unless they meet the criteria of chronic illness or medical criteria in the graduation policy.
- 6 Otahuhu College management will follow legal guidelines and inform the Board, with regard to unresolved attendance issues and any possibility of prosecution.

Review of Policy in 2022

With the policy being approved at the June Meeting of the Board 2022, the attendance requirements in 2022 will either be from start of the year, or start of Term 3 (25 July 2022) until 31 October. The highest percentage will be taken.