



Attendance Policy

Purpose

Having a school-wide focus on attendance to support overall student engagement and achievement.

Rationale

Attendance is strongly linked to student achievement, the key focus for the school.

1. This policy aligns with National Administration Guidelines (NAG 6) and relevant education legislation.
2. This school uses an electronic attendance register to record and monitor attendance.
3. Identified staff will receive training in electronic attendance register when required.
4. Deployment of the school's resources to deal with attendance is based on clear analysis of need and effective prioritisation, and is well targeted and monitored.
5. Responsibility for managing attendance is with the principal, however each staff member is required to support school attendance initiatives.
6. The principal will adopt processes that ensure effective recording and monitoring.
7. Where the school is unable to make required improvements in individual cases of poor attendance, the truancy officer based in Taumarunui will be contacted to support further action.
8. The school will participate in initiatives of our school cluster and networks as appropriate.
9. In line with the MOE document, Attendance Matters, the school will adopt the following seven-stage inquiry cycle:
 - What is the school attendance rate (use data analysis)
 - What do we need to do about it? (is there a problem?)
 - What do we want to achieve? (identify aims and targets)
 - What processes do we have in place? (can they be improved?)
 - Who needs to be involved? (consult others)
 - Plan and implement strategies to achieve aims and targets.
 - What was the impact? Monitor and review progress. Identify ways to improve.

Review schedule: Triennially

Our children will leave our school continuing to be faithful, responsible and lifelong learners.