



TE AWAMUTU COLLEGE

POLICY STATEMENT ON STUDENT ATTENDANCE

Rationale

The Board of Trustees is required to meet the requirements of Educational Law to ensure that enrolled students regularly attend school.

Guidelines

1. Under the Education Act 1989 Sections 20 and 24, students up to the age of 16 years who are enrolled at Te Awamutu College are expected to attend on a daily basis whenever possible.
2. Under Section 25 of the Education Act 1989, the Board is obliged to ensure that all students, whether under the age of 16 years or over the legal school leaving age, attend school for the purpose of educational instruction wherever possible.
3. Under Section 31 of the Education Act 1989, the Board has powers to set up procedures that will be invoked when students under the age of 16 years do not attend school and do not have satisfactory reason for non-attendance.
4. The Board will follow the Truancy Protocol of the Ministry of Education and the Child Youth and Family Service (now Oranga Tamariki), updated April 2003.
5. Accurate daily records of student attendance will be kept by the school and text messages will be sent to parents/caregivers on a regular basis notifying unexplained absences.
6. Parents/caregivers may view their child's attendance via a Parent Portal.
7. Unexplained absences will be followed up by Form Teachers initially and secondly (upon referral) by the Deans.
8. Should absences still remain unexplained, Deans may make a referral to the school's Attendance Officer. She/he will investigate and then report back to the Deans.
9. If a student's record of attendance is consistently poor, Deans will make a referral to the appropriate Deputy Principal for their attention and action. The Deputy Principal may initiate a referral to the external Integrated Attendance Service for their support and action.
10. The Board, in extreme cases, may exercise its right to prosecution (as per the Truancy Protocol).

CHAIRPERSON _____ DATE _____

PRINCIPAL _____ DATE _____