



## **MICHAEL PARK SCHOOL AND KINDERGARTEN MANAGEMENT POLICY**

### **ATTENDANCE**

#### **Rationale**

Non-attendance at school has been identified as a major barrier to learning and a significant indication of at-risk students. It is the right of every child and teenager who is a resident of New Zealand to attend school and the responsibility of parents/caregivers to ensure attendance of all children up to the age of 16. Michael Park School Board recognises its responsibilities to ensure regular and monitored attendance of enrolled students and that all reasonable steps will be taken to ensure regular attendance at school.

#### **Purpose**

1. To assist students to attend school on a regular basis
2. To require students to attend school at all times when it is open in order to optimise learning

#### **Guidelines**

1. The school has the expectation of high attendance and encourages all parents to ensure their children attend school for the maximum possible time.
2. The school will have an enrolment system in line with the Education and Training Act (2020) and our integration agreement.
3. Attendance registers will document attendance and non-attendance and this information will be recorded, analysed and reported according to Ministry of Education guidelines.
4. The school will have a consistent and documented procedure for completing attendance registers and teachers will follow this procedure and keep accurate records of attendance of every lesson they teach.
5. All absences will require written notification via email or a signed note from the parent or guardian.
6. An attendance monitoring register is kept of students whose attendance is identified as at-risk or is a cause of concern. This register is overseen by the Deputy Principal in charge of attendance.
7. Where irregular or prolonged absence is identified, prompt action will be taken by way of contact with parents / caregivers via an email, text or phone call.
8. In situations where absence is negatively impacting on a student's learning progress, contact will be made with parents / caregivers to communicate concerns and identify steps to remedy the situation.
9. The school has clear procedures when students are identified as truant in accordance with the Ministry of Education's guidelines (i.e. reporting to the local truancy office)
10. Any actions taken as a result of non-attendance will be clearly documented and recorded in the student's personal records.
11. Disciplinary procedures that involve absences from school will be in line with Ministry of Education regulations.
12. School-wide patterns and trends relating to student attendance on a termly and annual basis will be reported to the Board.

### **Procedures/supporting documentation**

Attendance and Registers Procedure  
Attendance Procedure - Lower School  
Attendance Procedure - High School  
Attendance in the High School (flowchart)

### **References**

Education and Training Act 2020  
Education (School Attendance) Regulations 2024

Policy type:	<b>Management Policy</b>	NZSBA Governance Framework:
Date reviewed:	<b>21/07/2025</b>	Signed for MPS Board: 