

Policy: Attendance At School

Introduction

Domestic students aged between 6-16 years must be enrolled at school (section 35 of the Education and Training Act 2020, “Act”). Enrolled students are required to attend whenever the school is open, unless a specific exemption has been approved (section 36 of the Act).

The research tells us that the fewer days students are at school, the less chance they have of achieving. Missing school isn't just about missing learning - it's also about all the other opportunities that are missed. At Balmoral School we promote the attendance of all students in their class, every school day. Student attendance, along with effective teaching, has the greatest influence on engagement and achievement.

The school has also developed detailed Attendance Procedures that are relevant to the implementation of this policy.

Guidelines

1. The Board of Trustees will take all reasonable steps to ensure that all students enrolled at Balmoral School attend school when it is open (section 36 of the Act).
2. The school will advertise term dates in the school newsletter and on the school website.
3. We share attendance expectations with students and their parents and caregivers, and require students to be present and attend classes on time. School staff will work in partnership with parents/caregivers/whānau to ensure regular attendance.
4. Class teachers have a responsibility to keep accurate records of punctuality, attendance and non-attendance in registers. The school will have a consistent electronic system for monitoring and recording daily attendance, punctuality and marking of attendance registers.
 - I. Primary children should be at school by 8:55 am. The morning attendance register will be marked by 9:10 am, and the afternoon attendance register by 1:40 pm. If children are not in class at these times, they are considered late/absent.
 - II. Intermediate children should be at school by 8:45 am. The morning attendance register will be marked by 9:00 am, and the afternoon attendance register by 1:40 pm. If children are not in class at these times, they are considered late/absent.
5. The school will keep the Ministry of Education’s ENROL national database up-to-date.
6. The school office staff will monitor and follow up attendance on a day-to-day basis in accordance with the Attendance Procedures. They will inform classroom teachers and whānau leaders (in the first instance) of any trends causing concern. If the trend of regular lateness or absence continues, the school shall investigate in line with procedures and make contact with whānau, with the Deputy / Associate Principal and Principal to be involved where necessary.
7. An action for consistent non-attendance may include contacting parents directly and, where necessary, the Ministry of Education’s Attendance Services. The Attendance Procedures detail the action to be taken in various circumstances and at various levels of non-attendance (e.g. email, letter or phone call to parents/caregivers, meeting with whānau, requiring a medical certificate, referral to Attendance Services).

8. Parents and guardians have a legal obligation to ensure their children attend school (under section 244 of the Act). We expect parents/guardians to:
 - I. Notify the school as soon as possible if their child is going to be absent.
 - II. Arrange appointments and trips outside school hours or during school holidays where possible; and
 - III. Work with the school to manage attendance concerns.

9. Parents must sign their children out at the office if they are going to leave the school environs during school hours. Students are not allowed to leave the school during school hours unless parents/caregivers request permission, and the school grants it. The student must sign out at the office.

10. The Ministry of Education uses the following definitions of Attendance:
 - a. Regular Attendance: Less than 5 days absent in a school term.
 - b. Irregular Absence: Between 5 and 10 days absent in a school term.
 - c. Moderate Absence: Between 10 and 15 days absent in a school term.
 - d. Chronic Absence: 15 or more days absent in a school term.

Conclusion

Regular and punctual school attendance will enable the student, the family and the school to work together to optimise learning and ensure student safety.

Our [attendance procedures](#) reflect this and are available to view on the school website.

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Revision No.	3	
Approved by	Board of Trustees	
Signed (Presiding Member)		