

### 3.03

## **Student Attendance Policy**

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### **Outcome Statement**

The school will take all reasonable steps to ensure that enrolled students attend the school as required and that attendance records are accurate and well-maintained.

### **Scoping**

The school will establish and maintain appropriate procedures to deal with students who have been truant from school and for those who are persistently late to school while complying with all relevant legislation and any other statutory, regulatory and administrative requirements.

### **Delegations**

The board delegates to the principal full responsibility to appoint staff and delegate duties so as to manage the recording of electronic student attendance registers and follow-up procedures for non-attending students (including ensuring that parents are informed of attendance concerns).

The principal may further delegate this responsibility to Deans, other senior staff or relevant personnel (including non-teaching staff) while ensuring that there is good communication amongst relevant staff about any serious student attendance concerns.

### **Expectations and limitations**

In complying with the policy, the principal shall not fail to:

- implement and maintain robust procedures to meet the policy requirements,
- ensure parents receive student attendance data on school reports,
- use outside agencies as appropriate to help support attendance at school, and
- report to the board regularly on student attendance data.

### **Procedures/supporting documentation**

Procedures are to cover the following areas:

- accurate records for student attendance being kept,
- students who do not attend being followed up (and the reason for their non-attendance checked for validity),
- parents/caregivers being informed of any concerns the school has regarding the attendance of their children, and
- practices that actively discourage truancy being designed, implemented and evaluated.

### **Monitoring**

The principal shall monitor and analyse student attendance data, and report to the Board as part of the principal's report to the Board outlining attendance data and any areas of concern for deliberation.

### **Legislative Compliance**

Relevant statutory, regulatory, administrative and contractual requirements include, but are not limited to:

- Education Act 1989 (sections 25, 31), and the
- National Administrative Guidelines for Schools.

### **Review**

This policy will be reviewed in accordance with the Board's regular policy review process.

### **Ratified by Ruapehu College Board of Trustees**

Chairperson: Elijah Pue



Signed: \_\_\_\_\_ Date: 23.02.21

Date for policy review: February, 2024