



# WHANGANUI HIGH SCHOOL POLICY

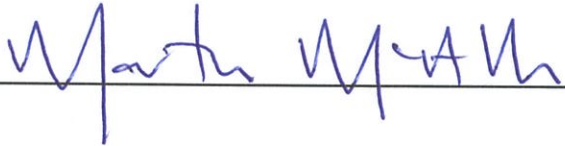
## ATTENDANCE

Policy No: 6.2  
(NAG 6)

<b>INTRODUCTION</b>	1	If students are to be given the best possible opportunity to reach their full potential, they must attend school as required by law.
<b>OBJECTIVES</b>	1	Ensure students are under the safe care and supervision of the School during those times their parents/caregivers assume the School to be acting in the role of loco parentis.
	2	Ensure students attend school as required by the law governing children up to the age of 16.
	3	Ensure all students attend lessons as required by their timetabled subject class teacher or the Principal.
	4	Ensure all students attend school activities held within the hours of school prescribed by the Board, and as directed by the Principal.
<b>GUIDELINES</b>	1	Ensure that the names of students who are absent from school, lessons or required school activities are recorded by the staff member responsible for that student at that time.
	2	All absences are to be recorded via the school's approved computer-based student administration system - KAMAR.
	3	To ensure that unless a satisfactory explanation of any recorded absence is provided by the parent/guardian, the school will inform the parent/guardian and take action to ensure the student does not continue to be absent.
	4	Where unexplained absence continues, then at the discretion of the Principal, the Board and/or Ministry of Education may be notified.
	5	Students who are required to leave school during the day will be required to sign out stating the conditions of leave from school to staff nominated by the Principal. This is allowed only when the said nominated person is sure the parent/caregiver is aware the student is leaving the school environment and has given their permission.
<b>ACCOUNTABILITY</b>	1	Class teacher for all class-related attendance.
	2	House Form Teacher <ul style="list-style-type: none"> <li>a) for recording explained absences;</li> <li>b) for following up non-explained absences as required.</li> </ul> Student Centre <ul style="list-style-type: none"> <li>c) for contacting the appropriate caregiver(s) of student(s) through the text messaging system, telephone calls, and letters.</li> </ul>
	3	House Dean for monitoring student attendance, with the support of House Form Teachers and relevant Senior Leadership Team members.
	4	Senior Leadership Team (House Deputy Principals) for overseeing student attendance within their House and any follow-up action that may be required.
	5	Principal – ensuring that systems are in place and followed in order to ensure best possible student attendance and the reporting to parents of ongoing unexplained non-attendance.
	6	The Board – for monitoring through the Principal, such systems and procedures as the school has in place to help ensure best possible attendance and the reporting of non-attendance.  The Board, through the Principal, is also responsible for taking action against parents/caregivers who knowingly allow their children not to attend school.  Referral to the Ministry of Education – for students who show a pattern of non-attendance or who are absent for 20 days or more.

<b>EVALUATION</b>	1	The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the school's quality management cycle.
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Approved by the Board  
Signed Chairperson:  Date: 1 May 2022

Signed Principal:  Date: 1 May, 2022