



Attendance Policy

Introduction

Consistent attendance is a key factor in educational achievement, as well as being a legal obligation on the part of parents or guardians. There is a very strong correlation between high levels of attendance and high levels of achievement.

The Board of Trustees, under Sections 25 & 31 of the Education Act 1981, is required to take all reasonable steps to ensure the regular attendance of students enrolled at Rangitoto College.

All students are expected to make every effort to attend school regularly. Pastoral care/guidance/disciplinary procedures may be used where necessary to ensure this expectation is met.

Guidelines

1. Attendance expectations will be clearly communicated to parents and students via enrolment documentation, and available on the website.
2. School staff (including Attendance Officers) will work proactively with families and whanau to ensure regular attendance and punctuality. Where appropriate, Truancy Services will be used to assist.
3. Class teachers will keep accurate records of attendance and lateness via the Student Management System.
4. Regular school attendance is a requirement for attending selected school events, including senior balls, as determined by the Principal. Regular school attendance is deemed to be at or above 95%.¹
5. The College does not allow 'part-time' students. All students, including those aged 17 and above, are required to attend all classes they are timetabled for. Students are not permitted to start school late, or leave early, for any reason (unless approved by the Principal) including sports or cultural practices, events or part-time jobs.
6. Robust procedures will be developed and improved to ensure attendance and lateness is accurately monitored and managed.
7. Requests for leave must follow the guidelines as outlined in the attached procedures.
8. The Principal will monitor and report to the Board of Trustees on attendance at each BOT meeting.

1. The 95% requirement is 'justified absence' inclusive.