

ATTENDANCE POLICY

Rationale

Regular and 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.

Purpose:

The purpose of this policy is to outline guidelines the College will undertake to support regular and consistent attendance.

Policy:

The Board of Trustees, under Sections 36, 48, 49 & 242 of the Education & Training Act 2020, 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.

Related Documents

Vulnerable Children Act 2014
Education and Training Act 2020
Attendance Guidelines Document

Rangitoto College Attendance Guidelines

1. Attendance expectations will be clearly communicated to parents and students via enrolment documentation, and available on the website.
2. School staff will work proactively with families and whanau to ensure regular attendance and punctuality. Where appropriate,
3. Whanau & School Support Services will be used to assist.
4. Class teachers will keep accurate records of attendance and lateness via the Student Management System.
5. Regular school attendance is a requirement for attending selected school events, including senior balls, and for representing school premier teams and groups. This will be determined by the Senior Leadership Team of the school.
6. 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.
7. Robust procedures will be developed and improved to ensure attendance and lateness is accurately monitored and managed.
8. Attendance procedures for students and parents, along with requests for leave must follow the guidelines as communicated to parents. A medical certificate may be requested should ongoing medical absence be affecting attendance rates.
9. The Principal will monitor and report to the Board of Trustees on attendance at each BOT meeting.