

CENTRAL SCHOOL

Te Kura Waenga O Ngamotu



NAG 6 – ATTENDANCE POLICY

PURPOSE

Every child has the right to an education – from the age of six years there is a legal requirement for children to attend school. Parents and schools have an obligation to ensure children are enrolled in and are attending school. The Board of Trustees, under s31 of the Education Act, is responsible for "taking all reasonable steps to ensure the attendance of students enrolled at its school".

POLICY

1. Ensure the school is meeting the legal requirements governing records of attendance.
2. Assist students to attend school on a regular basis; which is vital for effective learning.
3. Ensure all enrolled students are accounted for daily at 8.55am and 1.25pm whether present or absent from school.
4. Ensure that attendance is monitored and that the school has set procedures that will be followed in cases of truancy.
5. Ensure that school attendance is effectively monitored using the eTAP Electronic Attendance Register.

MONITORING

1. The Principal will report on attendance to the Board of Trustees monthly.

GUIDELINES

1. Refer to the Electronic Attendance Register Policy for attendance procedures to be adopted by Central School Te Kura Waenga O Ngāmotu.