



## Attendance Policy

**Goal:** The goal of this policy is to outline the attendance expectations of our akōnga at Te Puna Wai o Waipapa - Hagley College.

**Rationale:** Attendance and engagement in learning is instrumental in ensuring that students' achieve their potential as learners. The Board under the Education and Training Act 2020 must take all reasonable steps to ensure that the school's students attend the school, when it is open.

**Related Policies:** Supporting Student Wellbeing Policy


### Guidelines

1. Te Puna Wai o Waipapa - Hagley College is open for instruction for the number of half days outlined by the Ministry of Education for that school year.
2. Teaching staff at Te Puna Wai o Waipapa - Hagley College are expected to complete their class roll via our student management system in the first ten minutes of each period of teaching.
3. Te Puna Wai o Waipapa - Hagley College follows an attendance procedure across all year levels to identify students who are attending below the expected level and have a range of interventions to support and promote better attendance.
4. Students with excellent attendance are recognised with positive reinforcement.
5. The students' tutor is the first point of contact and follow up for attendance concerns.
6. Students that are under 16 are supported through the Tupuranga Truancy Service and the Rock On community support team.
7. Where a student has continuous absence for more than 20 consecutive school days, the College reserves the right to remove the student from our school roll in accordance with the Education and Training Act 2020.
8. The College submits termly attendance data to the Ministry of Education 'Everyday Matters' project so we can measure and track attendance data for our students including those identified as priority learners. This is reported to the Board of Trustees.

**Supporting Documents**

**Hagley Attendance Procedures [attached]**

[MOE Legal Responsibilities and National Guidelines for Schools on Attendance](#)

Approved by: Melanie Morris 

Designation: Presiding member

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