



Te Pahu School

Next review: Term 1 2026

Attendance Procedures

Te Pahu School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with students and their parents/caregivers, and staff are responsible for reminding students of these expectations.

Recording attendance

We record attendance accurately and ensure the information is available in emergency situations to ensure all students are accounted for. We monitor absence patterns using our student management system, and parents/caregivers are notified of any concerns.

Classroom teachers, learning support staff, and office staff work together to ensure **attendance** is recorded correctly. Relievers, itinerant teachers, and specialist teachers provide **attendance** information as necessary to the relevant teacher, or directly to the school office.

Students are recorded as present or absent using set attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday or other unsatisfactory reason), and is marked as such in our attendance register. For further information, see

Attendance code resources [↗](#) (Ministry of Education).

Monitoring attendance

The school office receives **attendance** information from classroom teachers and/or relievers, itinerant, or specialist teachers, and is responsible for checking and updating **attendance** information (e.g. due to students arriving late or going home early). Office staff follow up absences, monitor for changes or trends in student **attendance**, and coordinate with relevant staff as needed.

Staff are encouraged to report any attendance concerns to the principal.

Students not meeting the threshold for **regular attendance** may be referred to **Attendance Services** [↗](#)

Student absences

If there is a justified reason for absence (e.g. due to illness, a funeral or tangihanga, or other approved reason at the discretion of the school), the principal may allow a student to be absent from school for up to five days (Education and Training Act 2020, s 45). In the case of planned

absences, requests must be made to the principal at least one week before the planned event. The principal has discretion to approve or deny requests, based on criteria including:





- the benefit to education for the student (including qualifications and experience of course providers as relevant)
- the length of time away from regular school programmes that the activity will require.

If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated. If necessary, we follow our **Missing Student Procedure**.

Legislation

- Education and Training Act 2020
- Education (School Attendance) Regulations 1951

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - **Managing student attendance** 
 - **Guidelines for Schools around recording attendance** 
 - **Attendance registers** 
 - **Attendance Services** 

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<i>Last internal review</i>	<i>Term 1 2023</i>
<i>Topic type</i>	<i>Core</i>