



## Policy Statement

### Student Attendance

#### Purpose

The Board of Rangi Ruru Girls' School is committed to providing an environment that engages students in education and manages student attendance.

#### Guidelines

The Board shall ensure through the Principal that it complies with all of its legal obligations under relevant Attendance Regulations (1951) and the Education Act (1989), and that attendance records are maintained.

The Board directs the Principal to have in place robust procedures and guidelines to meet the purpose of this policy including but not limited to the following:

1. Student attendance will be recorded electronically at tutor time, and every teaching session, through the school's Student Management System, together with the reason for any absence.
2. Parents/caregivers will be contacted as soon as is practicable in relation to any unexplained or unjustified absence.
3. The Principal will develop protocols on the recording of student attendance/absences and on the steps which the school will take in order to maximise student attendance. The protocols will include an outline of which kinds of absence the Principal will accept as 'justified', together with the steps to be taken in the case of 'unjustified' absences.
4. The Principal will devise and implement a strategy to inform parents/caregivers and the community-at-large about the school's policy on attendance/absences (and to keep the community aware of it on an ongoing basis).

**Dated:** May 2016

**Review:** May 2019

**Reviewed by:** Management