

Rationale:

Liston College is legally required ([Education and Training Act 2020 sections 36, 48, 49 and 242](#)) to take all reasonable steps to ensure that all students enrolled at the College attend regularly. Attendance for the purposes of this policy means not only attendance [according to](#) scheduled [timetables](#) but also participation in such activities as are approved by the Principal, [including, but not limited to](#): Retreats, STAR courses, Gateway, Curriculum trips, College sports days and Outdoor Education Programmes.

Purposes:

1. [To improve attendance](#)
2. To ensure that the non-attendance of students is recorded, investigated, [followed up](#) and evaluated.
3. To ensure that resources are assigned to maintain attendance and minimise Truancy.
4. [To meet all Ministry of Education requirements](#)
 - [Education and Training Act 2020](#)
 - [National Administrative Guideline 1](#)

Guidelines:

1. The Director of Pastoral Care is over all responsible for all matters pertaining to attendance and truancy.
2. [The Director of Pastoral Care, in consultation with the Pastoral Care Team, will develop, implement, communicate and regularly review an Attendance Management Policy. Coverage can include, but not be limited to:](#)
 - [Attendance rules](#)
 - [Communicating attendance expectations](#)
 - [Capturing attendance data](#)
 - [recording and monitoring attendance](#)
 - [following up absences](#)
 - [Analysing and acting on the Ministry's "Every Day Matters" term attendance data return](#)
 - [How the school will work at improving attendance](#)
3. [Liston College has been approved by the Ministry of Education to operate an electronic attendance register and record keeping system.](#)
4. [The Student's Diary, School website and Parent's Handbook sets out attendance requirements](#)
5. Unless the absence is unavoidable (eg. sickness, bereavement), it must have the prior approval of the Principal eg planned long term absences such as for trips etc.
6. Where a student's absence is likely to be longer than two days, parents must inform the school as soon as possible.
7. All Staff will create an atmosphere that will encourage students to attend [school](#) regularly.
8. The Pastoral Care Team will coordinate resources to address the issues of non-attendance and truancy.
9. [Form teachers will be required to \(in a manner required by the Director of Pastoral Care\):](#)
 - [complete morning registration procedures in a timely fashion using KAMAR](#)

- maintain an accurate attendance register in accordance with current Ministry of Education requirements and school guidelines (**Attendance Code explanations 2021**).
 - follow up single period absences in the first instance
 - contact home when a student has been absent from school for two or more consecutive school days, if the Attendance Officer has not been able to contact them.
 - report any evidence of truancy, pattern or extreme frequency of absences to the dean
 - weekly returns to the Attendance Officer
10. Classroom teachers will be required to (in a manner required by the Director of Pastoral Care):
- maintain a period-by-period absence record **using KAMAR**
 - monitor single period absences patterns and follow up period by period absences in their own classes
 - report unexplained absences to the Dean
11. The Dean will:
- Make contact with home to discuss any pattern or extreme frequency of absences
12. Students are required to present a note (signed by their parent / guardian) explaining an absence to their form teacher, the day they return to school.
13. Serious truancy that does not respond to intervention and counselling by College staff, a student under the age of 16 years, may be referred to **the Attendance Services – presently Auckland City Education Services (ACES), by using an Attendance Service Application (ASA), and / or Oranga Tamariki** (Care and Protection Co-ordinator - Children and Young Persons and their Families Act **2017** section 19)
14. Where it is deemed necessary, the Board of Trustees may initiate prosecution proceedings under Sections 25 (1) and 29 of the Education Act 1989 (see Appendix 2 and 3)
15. Individual Educational Plans **may** be prepared for those with long term non regular attendance and those with unavoidable long-term non-attendance.

Conclusion:

Careful monitoring of attendance and an early intervention in dealing with non-attendance through counselling and encouragement minimise truancy and enhance educational achievement.

Refer to Procedures : 6.02 Student Attendance and Truancy

Adopted by Board of Trustees

Review Date: _____ Chairperson: _____

Reviewed:

New 20/02/01

30/8/05

28/8/07

27/04/10 reviewed

29/03/16 reviewed & ratified

Next Review: 2019 – every three years

