



POLICY: ATTENDANCE

Purpose

To ensure college policy and procedures comply with the Education and Training Act 2020 (s 35), stating that students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend regularly unless a specific exemption has been approved by the school and the Ministry of Education. The Board takes all reasonable steps to ensure all students enrolled at Trinity Catholic College attend school when it is open (Education and Training Act, s 36).

Policy Objectives

- To ensure that all students can be accounted for during the school day
- To ensure that all students are accounted for in the case of an emergency
- To ensure that regular school attendance supports students to fulfil their academic potential

Delegations

The Board delegates to the Principal full responsibility of ensuring processes are operating effectively to support regular student attendance.

Expectations and Limitations

In complying with the policy, the Principal must:

- implement and maintain robust procedures to meet the policy requirements
- set attendance targets
- ensure attendance records are held for seven years after the date of the last entry
- have procedures and systems in place that support solution focussed communication and planning with parents/caregivers, pastoral teams and external agencies to improve student attendance.

Monitoring and Reporting

The Principal shall report to the Board on

- assurance that attendance is recorded and monitored
- attendance data
- progress against targets.

Parent/Caregiver and student responsibilities

Parents and caregivers have legal obligations to ensure their children attend College (Education and Training Act, s 244). We expect parents/caregivers to:

- notify the College as soon as possible if their child is going to be late or absent

- arrange appointments and trips outside school hours or during school holidays where possible
- work with the College to manage attendance concerns.

Review:

This policy will be reviewed according to the Trinity Catholic College Board triennial programme of self-review.

Review Date: May 2027

Ratified by Board: Signed for Board



Date: 22 May 2024

Responsibility:	Board of Trinity Catholic College
Reviewed:	May 2024
Next review date:	May 2027
Policy:	Attendance

Related Documents and Legislation

- Education and Training Act 2020
- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - [Managing student attendance](#)
 - [Attendance and Engagement Strategy](#)
 - [Roll returns \(monitoring\)](#)