



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

Policy Title:	STUDENT ATTENDANCE	
Approved by:	School Board	Board Meeting: 26 March 2024
Contact:	Senior Leadership Team	Review Date: March 2027

PURPOSE

The purpose of this policy is to ensure Epsom Girls Grammar School (School) has systems that have been developed, are operational, and are continually reviewed, to effectively monitor and manage student attendance.

SCOPE

This policy applies to all students who are enrolled at the School and all employees of the School.

POLICY STATEMENT

The School will ensure that effective systems are operational, and are continually reviewed, to monitor and manage daily student attendance. Through high levels of student attendance, the School aims to positively impact on student achievement and engagement.

RESPONSIBILITIES

The School will:

1. Have systems in place to monitor and manage student attendance. Within these systems the School will evaluate student attendance rates and undertake any follow-up required.
2. Ensure staff understand and implement the School's attendance procedures via the School's Student Management System (SMS).
3. Appoint Student Office staff and year level Deans to monitor student attendance irregularities and communicate with a student's parents/legal guardians as necessary.

Students will:

1. Comply with the School's attendance procedures.
2. Act in a socially responsible manner by not attending School when they are unwell.

Parents/Legal Guardians will:

1. Meet their obligations to inform the School immediately of their student's absences and/or requests for leave.
2. Ensure their student's compliance with the requirements of the *New Zealand Education and Training Act 2020* and, specifically, with the requirement for students to attend school whenever it is open.

RELATED DOCUMENTS

- Education and Training Act 2020
- National Education Learning Priorities (NELPs)
- Code of Conduct
- Staff Directory
- School Employment Policy and Procedures

APPENDICES

The following documents provide information relating to the School's approach to Student Attendance.

Appendix I: Attendance Procedures

Signed:

Tahei Simpson

Board Chair

A handwritten signature in black ink, appearing to be 'Tahei Simpson', written in a cursive style.

Dated: 3 April 2024