



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	Attendance
Reference Number	C313
Section	Staff
Written By	Andrew Hope
Checked By	NPBHS Policy Committee
Approved By	NPBHS Board of Trustees
Issue Date	30 August 2023
Review Date	30 August 2026
Associated Policies	
Associated Procedures	Managing Student Behaviour Manual

RATIONALE :

Student attendance, along with effective teaching, has the greatest influence on student engagement and achievement. All students must be present at school so they can participate and engage in learning.

PURPOSE :

1. To focus on student attendance as a foundation for student engagement and achievement
2. To develop and implement a robust attendance management plan and effective processes
3. To improve student attendance.

LEGISLATION:

[Education and Training Act 2020](#) (Sections 36, 48, 49 and 242)

GUIDELINES:

1. School staff (including the Attendance Officer) will work proactively with families and whanau to ensure regular attendance and punctuality. Where appropriate, Truancy Services will be used to assist.
2. Class teachers will keep accurate records of attendance and lateness via the Student management System.
3. New Plymouth Boys' High School does not allow part time students. All students are required to attend all classes they are timetable for.
4. Unexplained absences will be managed as per procedures outlined in the Managing Student Behaviour Manual.
5. Requests for leave must be directed to the Headmaster.

