



Katikati College Student Attendance Policy

Rationale:

At Katikati College, we recognise that regular attendance at school is crucial for student achievement. The board ensures we meet all legislative and regulatory requirements around student attendance, including recording and monitoring attendance and following up absences and attendance concerns. We expect students and their parents/whānau to work with us to make sure students attend school regularly.

Students are required to attend school whenever the school is open (Education and Training Act, s 36), with some exceptions. Students may be absent from school for a variety of justifiable reasons, including illness, medical appointments and bereavements/tangi.

School responsibilities:

As required by the Education and Training Act 2020, the board:

- takes all reasonable steps to ensure the attendance of students enrolled at our school
- has an attendance management plan that sets out a strategy and a process for the school to identify and respond to student absences
- has regard to any guidelines on the management of school attendance issued by the Secretary of Education when preparing our attendance management plan
- reviews our attendance management plan in accordance with regulations
- makes our attendance management plan publicly available online.

As required by the School Attendance Rules 2025 (published under section 237A of the Education and Training Act 2020) and the Education (School Attendance) Regulations 2024, the principal ensures that the school:

- keeps attendance records for each student enrolled at the school for each period that it is open for instruction
- has an absence notification process to enable the accurate and timely collection of attendance records
- uses a Ministry-approved Electronic Attendance Register (eAR) - KAMAR
- uses Ministry-approved attendance codes to record attendance or absence for each student for each half-day the school is open for instruction
- provides these attendance records to the Secretary of Education at the end of each school day.

Accurate recording of student attendance ensures all students are accounted for during school hours, EOTC activities, and emergency events, and provides information to help identify and respond to student attendance concerns.

- If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated (e.g. if a student has gone home due to illness) and notify parents/whānau in a timely manner so they can respond.

- We work with students, parents/whānau, staff, and external agencies where needed to identify any barriers to attendance, develop a plan to support attendance and learning, and improve student attendance at our school.
- The principal reports to the board on attendance trends, barriers, and interventions, including by sharing the termly Every Day Matters report.

We ensure that all attendance-related procedures, documentation, and records comply with privacy requirements. We keep attendance records for the length of time required by the School Records Retention and Disposal Schedule.

Parents / Whānau and student responsibilities

As attendance is a shared responsibility, our school communicates with parents/guardians/caregivers and students about attendance requirements and expectations. The school monitors attendance and updates students and parents regularly.

- Parents/Whānau are legally required to make sure their enrolled student attends school every day the school is open (Education and Training Act, s 244).
- We expect students and their parents/whānau to communicate and work with the school to ensure regular attendance. We ask parents/whānau to contact us as soon as possible to discuss anything that may be a barrier to student attendance and/or to make any requests for exceptions.
- Parents/Whānau are expected to notify the school as soon as possible (before or during the school day) if their child will be absent or late. A reason must be provided no later than the end of the school week. The school will contact parents/whānau directly if no explanation is provided.
- Students are not allowed to leave the school during school hours unless permission is requested by parents/guardians/caregivers and given by the school. The student must sign out at the office.

The principal assures the board that the school meets all legislative and regulatory requirements for attendance and is managing attendance effectively.

Legislation

- Education and Training Act 2020
- Education (School Attendance) Regulations 2024
- School Attendance Rules 2025

Resources

- Ministry of Education | Te Tāhuhu o te Mā tauranga (Education professionals): [Attendance](#)
- Ministry of Education | Te Tāhuhu o te Mā tauranga (Parents/Caregivers):
 - [Attendance](#)
 - [When your child should be at school](#)
 - [Attendance plans if your child needs reduced hours at school](#)

Implemented and Approved - March 2026