



ENROLMENT AND ATTENDANCE POLICY

Rationale:

Presence, participation and quality learning are indicators of student engagement (MOE Special Education). Our E TŪ values mirror these indicators: Education – Quality learning (key competencies); Unity – Participation with others; and Presence at school – Taking Part. Students most at risk of not achieving are those that do not attend regularly; join in with wider school activities; nor complete learning tasks.

Purposes:

1. To develop systems and cultures to encourage and ensure high levels of attendance.
2. To maintain accurate records of enrolments and leavers.
3. To accurately keep attendance records to report to individual parents/caregivers and to the Board of Trustees.
4. Enrolment attendance and leavers data can be used to identify individual students and groups of students who are at risk of not achieving.

Guidelines:

1. Schools are to formally enroll students at school and take all reasonable steps to ensure their attendance (Education Act Section 31)
2. Teachers are to mark rolls in accordance with the guidelines outlined in the Staff Information Handbook.
3. Attendance may be completed electronically (preferred option) or by roll book. Records are to be accurate and accessible.
4. An annual attendance action plan will be developed to ensure strategies that enhance attendance are effective and efficient.
5. Resources are allocated by the Board of Trustees to ensure high levels of attendance are maintained. Resources include:-
 - the appointment of an Attendance Officer
 - time given to Hapu Leaders & Deans
 - membership of Tu Tama Wahine (Truancy)
 - investment in appropriate technologies to enhance monitoring and tracking
6. Parents are contacted by the school when issues of poor attendance are identified
7. Enrolment is formalized through the Green Enrolment form completed by a member of the Senior Leadership Team or Year Level Dean.
8. Enrolment information is entered through ENROL

9. Systems and processes (include ENROL) exist to identify students who leave. Data is maintained to assist with ongoing strategic planning and curriculum development.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on _____

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____