



Te Aroha College Attendance Policy

Rationale

Te Aroha College is committed to fostering an environment where regular attendance is a cornerstone of student success. Consistent attendance enhances academic performance, personal development, and future opportunities. This policy outlines the expectations and procedures regarding student attendance, aligning with the Ministry of Education's requirements and incorporating the Stepped Tiered Attendance Response (STAR) system.

1. Legal Requirements

In accordance with the Education and Training Act 2020, all students aged 6 to 16 years are required to attend school regularly. Parents and guardians hold the responsibility to ensure their child's consistent attendance.

2. Attendance Recording

- **Electronic Attendance Register (eAR):** Te Aroha College utilizes a Ministry-approved Electronic Attendance Register to accurately record student attendance for each half-day the school is open for instruction.
[Gazette](#)
- **Attendance Codes:** The school employs Ministry-approved attendance codes to document the reasons for student absences consistently.
[Gazette](#)

3. Absence Notification

- **Parent/Guardian Responsibility:** Parents or guardians are expected to inform the school promptly of any student absences, providing a valid reason.
- **School Communication:** In instances of unexplained absences, the school will contact parents or guardians as soon as practicable on the day of absence to ascertain the reason.
[Gazette](#)

4. Stepped Tiered Attendance Response (STAR) System

Te Aroha College has implemented the STAR system to address and improve student attendance through a structured approach:

- **5 Days Absent:** The school will reach out to parents or guardians to discuss the reasons for absence and set clear expectations for regular attendance.
- **10 Days Absent:** School leadership will convene a meeting with the student and their parents or guardians to identify barriers to attendance and collaboratively develop a plan to address them.

- **15 Days Absent:** The matter will be escalated to the Ministry of Education. At this stage, legal actions, including the prosecution of parents or guardians, may be considered as part of the intervention strategy.

[1 News](#)

5. Support for Students

Te Aroha College is dedicated to supporting students in overcoming challenges that may hinder regular attendance. The school will:

- Collaborate with families to understand and address the underlying causes of absenteeism.
- Provide access to counseling and support services as needed.
- Develop individualized plans to assist students in re-engaging with their education.

6. STAR Funding Utilization

In line with the Secondary Tertiary Alignment Resource (STAR) funding guidelines, Te Aroha College will:

- Offer flexible courses, including work-based learning opportunities, to facilitate smooth transitions from school to further education or employment.
- Ensure that STAR funds are managed effectively, with appropriate policies and processes in place to meet the diverse learning needs of our students.

[Ministry of Education](#)

7. Monitoring and Review

The effectiveness of this attendance policy will be regularly monitored through:

- Analysis of attendance data to identify trends and areas for improvement.
- Ongoing communication with students, parents, and staff to gather feedback.
- Annual reviews to ensure alignment with current Ministry of Education requirements and best practices.

By adhering to this policy, Te Aroha College aims to promote a culture of regular attendance, thereby supporting the academic and personal growth of all students.

Date ratified February 2025

Date of next review February 2028