

**INTERNATIONAL LEARNER ATTENDANCE POLICY****OUTCOME STATEMENT**

At Wesley College, our attendance procedures ensure students are accounted for during school hours and activities as well as emergency events. This allows school staff to identify and respond to student attendance concerns. We recognise the importance of regular attendance to support student welfare and help students achieve their educational potential.

**SCOPING**

As required by the Education and Training Act 2020 (s 35), students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and the Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at Wesley College attend school when it is open (Education and Training Act, s 36).

**DELEGATIONS**

The principal will appoint staff and delegate duties to manage the recording of electronic student attendance registers and follow-up procedures for non-attending students.

**EXPECTATIONS and LIMITATIONS**

Wesley College records and monitors attendance using set attendance procedures. We have annual targets for student attendance, and work with students, parents and caregivers, staff, and external agencies where necessary to improve our levels of student attendance. We share our attendance information with the Ministry of Education.

Deans are responsible for the monitoring of student attendance for their respective year levels and ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Non-teaching staff who have duties associated with our attendance system will support teachers in their efforts to maintain accurate and up-to-date attendance information.

Learning Coaches are responsible for maintaining accurate, up-to-date electronic registers and supporting the attendance systems in place. Learning Coaches will also monitor and follow up on lateness to school and attendance.

Classroom teachers are responsible for recording student attendance/absence to their classes on a period-by-period basis as required through procedures developed by the school.

Early notification text and email systems will inform parents/caregivers if their child is absent from school without explanation.

Parents will receive student attendance data on the school reports or by other electronic means. There are appropriate procedures established to deal with students who have been truant from school and for those who are persistently late to school.

Outside agencies will be used as appropriate to help support attendance at school.

