



## OUR EXPECTATIONS FOR STUDENT ATTENDANCE

### – a note to parents

Regular attendance at school is important to your child's success and there is a clear connection between going to school regularly and doing well in the classroom. Making sure students attend and engage in learning is a shared responsibility. As a parent, you are responsible for making sure your child attends school every day.

If your child is going to be absent for any reason, it is essential that you let us know as soon as possible. It is important that you:

- phone on 045269552, or
- text on 0275269552, or
- email to: [office@tehaukaretu.school.nz](mailto:office@tehaukaretu.school.nz), or
- message on the Skool Loop app,

to confirm your child's absence and provide us with the reason.

We acknowledge that there are genuine reasons students may occasionally be absent. However, without regular attendance, your child will struggle to make progress. If your child is absent regularly, or for extended periods, we will reach out to you to discuss the situation.

**Parents are advised twice a year of their child's attendance** – at reporting for the end of term 2 and term 4. We will let you know the percentage YTD and whether it is good, worrying, or concerning. Advise if you have seen a trend of improvement.

Our attendance goal at Te Kura o Hau Karetu is 90% attendance.

- 90% attendance or above is considered “good” attendance.
- 80% attendance is considered “worrying” – up to 10 days
- 70% attendance is considered “concerning” - 10-14.5 days per term
- Less than 70% attendance is considered “very concerning” – 15+ days per term

When your child's attendance drops to 80% or below, you will receive a letter from us reminding you of your responsibilities as a parent to get your child to school. Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244).

We are committed to supporting your child to attend school. If you're having difficulty getting your child to school **regularly and on time**, you can ask for support by:

- Speaking with your child's teacher,
- Speaking with the Learning Support Coordinator, Steph Hoy,
- Speaking with the principal, Karen Wellington.

We can work with you to develop a support plan that addresses any barriers to regular attendance.

More information on attendance, including your rights and responsibilities as parents or caregivers is available on the Ministry of Education's webpage:

<https://www.education.govt.nz/education-professionals/schools-year-0-13/managing-students/student-attendance-guide-schools-and-kura>

We thank you for your cooperation. Please make a time with the principal, Karen Wellington, if you wish to discuss this further.