

## ATTENDANCE REALLY DOES MATTER!

Doing well in the classroom is directly linked to regular attendance. At Howick College, we strive to support our students to become successful learners and productive members of both their local communities and society as a whole. We encourage a partnership between students, parent(s)/caregiver(s), and the school, where attendance and punctuality are prioritised in support of academic achievement and personal wellbeing. Our young people matter — which is why every student's presence at school is a crucial priority for us.

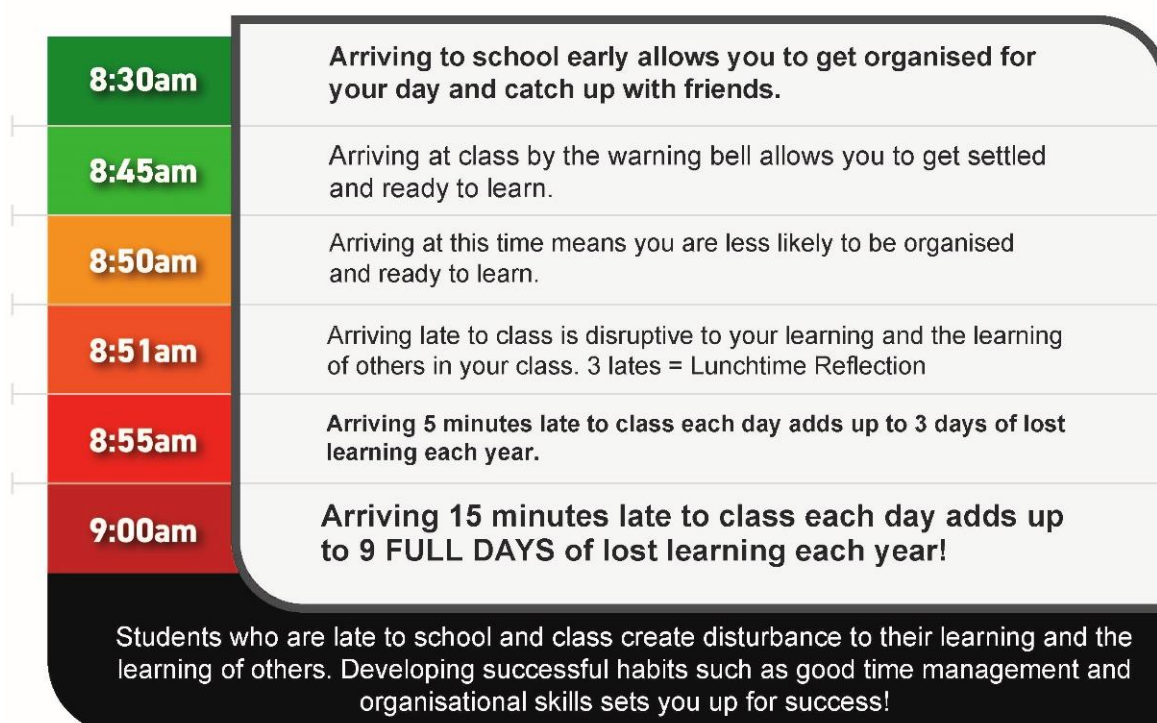
Please select this link for further reading:

<https://evidence.ero.govt.nz/media/ec3hjseg/attendance-getting-back-to-school-a-guide-for-secondary-school-teachers.pdf>

### Students can play their part by:

- Arriving to school and each class on time
- Attending all timetabled classes
- Accepting any consequences they may receive for lateness and/or truancy
- Encouraging their parent(s)/caregivers(s) to communicate all absences to the school as a priority
- Completing a Leave Form if Mr Burden has approved non-school related leave during term time and returning this leave form to Student Reception prior to approved leave beginning

## LATENESS EQUALS LOST LEARNING YOU ARE FAR TOO IMPORTANT FOR THAT!

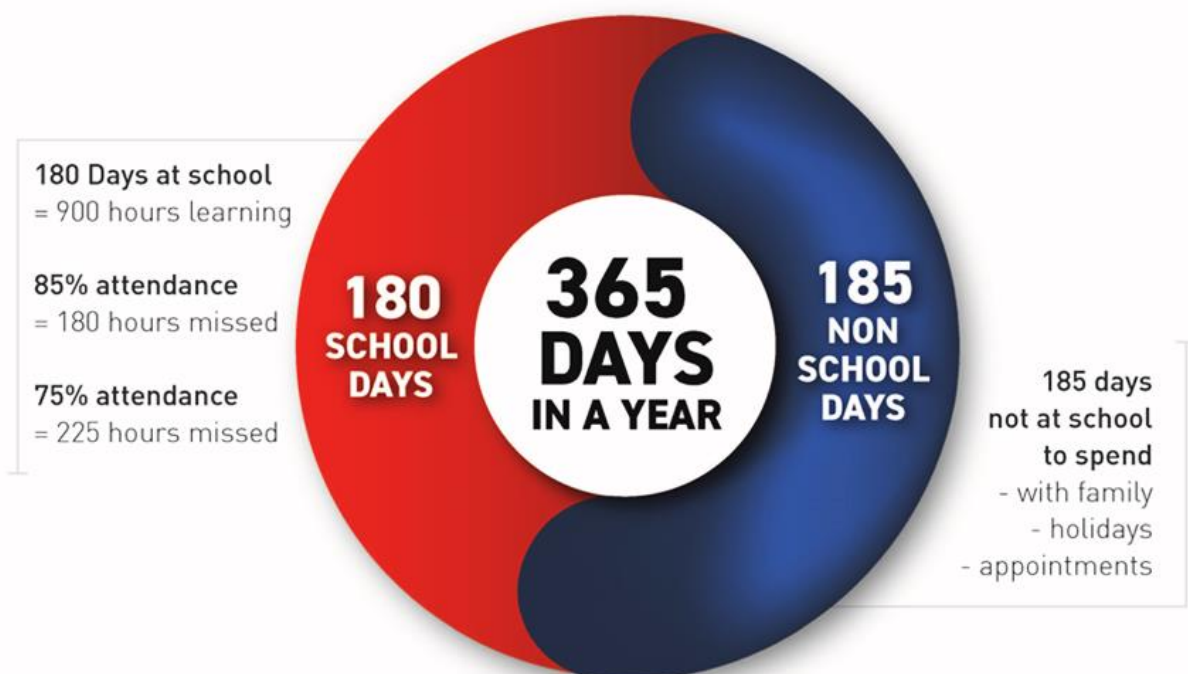


**Parent(s)/Caregiver(s) can play their part by:**

- Prioritising school attendance for their child or each of their children
- Understanding that it is a legal requirement for students aged between 6 and 16 years of age must attend school
- Understanding that students who have prolonged absence from school for 20 school days without a valid reason can be removed from the school roll
- Understanding that all non-school-related leave requires permission from our Principal, Mr Dale Burden
- Understanding that all non-school related leave requests must be emailed to [note@howick.school.nz](mailto:note@howick.school.nz) with a minimum of two weeks' notice before the required leave date. Please include the dates of the leave, the length of the leave being applied for, and the reason for this leave in your email
- Supporting your child or children to complete the required Leave Form accurately before any non-school related leave commences
- Prioritising contact with our school if your child is going to be absent from school
- Using one of the following two methods to advise the school of your child's absence or lateness to school:
  - 1) **Email notification** - Send an email to [note@howick.school.nz](mailto:note@howick.school.nz) that includes your child's name, tutor class, and a clear reason for their absence
  - 2) **Phone notification** – Call our Attendance Liaison, Ms Christine Growse, directly on 534 4492 ext. 983, by 9:30am on the day of your child's absence. Please leave a message if the phone is not answered with the details required when sending an email

**Please note: A clear explanation is required for each day your child is absent. We also expect that parents/caregivers should be able to provide a medical certificate if their child is sick for 3 or more days.**

## **SCHOOL IS LESS THAN HALF OF EACH YEAR BUT EDUCATION IS FOREVER!**



### Howick College can play its part by:

- Regularly communicating the importance of attendance to our students and community
- Expecting students who represent the school in sport and/or cultural and/or other activities to have at least **85%** justified attendance
- Communicating with students who cannot represent the school in sport, cultural and/or other activities and explaining how they can raise their attendance to meet the threshold to participate again
- Expecting all staff to follow our attendance and lateness processes at all times. This includes issuing consequences when required.
- Reinforcing the importance of each student being timely and organised for their learning through dialogue with students in their subject and tutor classes
- Expecting all teaching staff to complete their rolls for every period accurately and following up with teachers who have any incomplete class rolls and errors in their class roll in a timely manner
- Expecting Tutor Teachers to send weekly emails to parent(s)/caregiver(s) when a student in their Tutor Class has been absent for 3 or more days
- Expecting our Attendance Liaison and our Student Administration Team to clear messages about attendance from parent(s)/caregiver(s) in a timely fashion so that our attendance records are accurate
- Expecting our Attendance Liaison or our Student Administration Team to send an email to the primary caregiver of each student who is absent without notification for periods 1, 2 and Tutor time
- Expecting our Attendance Liaison to endeavour to phone, or ask your child's Dean to phone, parent(s)/caregiver(s) when a student has been absent for 3 or more days
- Expecting our Deans to meet with students and their whānau when the Attendance Liaison identifies concerning trends in a student's attendance record
- Expecting Deans and the Senior Leader aligned with a student's House to make a return to school plan for students who are returning to school after a prolonged absence
- Expecting the Deputy Principal in charge of Attendance to make a referral to the Ministry of Education Attendance Service for any student who has concerning patterns of prolonged absence.
- Expecting the Howick College School Board, Principal and School Leadership Team to take all reasonable steps to make sure that students attend school when it is open (The Education and Training Act 2020)