

BATHGATE PARK SCHOOL

ATTENDANCE POLICY

Student Attendance

The Education and Training Act 2020 requires that all children six years old and over must attend school. Once enrolled, it is compulsory for children to attend school regularly.

Bathgate Park School encourages students to participate fully in school life. Students / ākoka are expected to attend school when required, and to be on time for classes. This policy applies for off-site activities as well, such as EOTC (Education Outside The Classroom) activities.

We monitor the daily attendance of students/ākoka to:

- ensure their safety both in getting to school, and in accounting for them in an emergency
- identify students/ākoka with achievement, engagement, or other issues
- meet our legal responsibilities.

Through our whole school culture and ethos that values good attendance we believe in promoting the following:

- setting high expectations for the attendance and punctuality of all students/ākoka
- promoting consistent attendance and the benefits of consistent and regular attendance
- reducing absence, including persistent and severe absenteeism
- ensuring every pupil has access to full time education to which they are entitled
- following our systems and procedures to address patterns of absenteeism
- building strong relationships with whānau to make sure pupils have the support in place to attend school
- support plans and actions to assist with consistent and regular attendance

The School Board and/or leadership are responsible for the following:

- enrolling eligible students
- taking all reasonable steps to make sure students/ ākoka attend when the school is open
- keep an attendance record for each enrolled student
- have an absence notification process
- use an approved electronic attendance register and Ministry-approved attendance codes to record attendance.
- setting high expectations of school leaders, staff, students/ākoka and whānau
- ensuring all expectations and statutory duties are completed including
 - making sure school records for attendance are accurately recorded in the attendance register
 - share required information with Ministry of Education as required
 - working effectively with school community and support agencies to help remove barriers to attendance, as well as keep them informed about ākoka of concern, where appropriate
- recognising and promoting the importance of school attendance and punctuality across the schools policies, procedures and values
- make sure the school's attendance management processes are delivered effectively

- regularly reviewing and analysing attendance data
- monitoring and evaluating the effectiveness of the school's processes to make sure they are working to support the ākoka needs
- setting targets for improved attendance to ensure a high standard

Parents/whānau and legal guardians

Parents and guardians also have legal obligations to ensure their children attend school.

Parents and legal guardians are required to:

- enrol their child at a registered school by the time they turn 6 years old
- make sure their child (including enrolled 5-year-olds) attends school every day the school is open until they are at least 16 years old.

Failure to do so can result in the school or Ministry of Education taking legal action, under Sections 243 and 244 of the Education and Training Act 2020.

Parental Communication

At Bathgate Park School, we recognise the essential role that parents / whānau play in supporting regular school attendance. We are committed to fostering strong, proactive relationships with parents / whānau and guardians to ensure that every student / ākoka attends school consistently and has the support they need to succeed.

We will:

- Clearly explain attendance expectations at enrollment and at the beginning of each school year.
- Notify parents promptly when a student is absent without explanation.
- Provide regular updates on their child's attendance through a variety of communication ways
- Offer early support and guidance if attendance begins to decline building understanding to assist with addressing barriers to attendance
- Inform parents of the potential consequences of persistent or severe absenteeism, including legal obligations and interventions where necessary.
- Provide information about external support services if additional help is needed

Attendance Register

Attendance registers are official legal documents, audited regularly by the Ministry of Education. Our kura must record student attendance data in your SMS every day we are open for instruction. This is a requirement of the Education and Training Act 2020, and the Education (School Attendance) Regulations 2024.

Recording attendance electronically highlights patterns of attendance that can then be appropriately managed.

Attendance will be recorded using our School Management System and will follow the appropriate national attendance and absence codes as outlined in the Stepped Attendance Response (STAR).

Attendance Monitoring

Identified staff will have the responsibility for the regular monitoring of attendance and absence data. This will be monitored half termly, termly and yearly across the school at an individual student, year group and cohort level.

Daily attendance data is shared automatically via the school management system to the Ministry of Education as per requirements. (from 6pm)

Each term this data will be analysed and a summary report *Every Day Matters*, will be shared with the school and Board.

An annual attendance report will be presented to the School Board at the end of each school year.

The school will:

- analyse attendance and absence data regularly to identify ākoka, groups or cohorts that need additional support with their attendance, and
- identify ākoka whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- develop targeted actions to address patterns of absence of individual pupils, groups or cohorts that it has identified via data analysis
- provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their whānau as needed
- provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the school board and school leaders
- use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- share information and work collaboratively with local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- use attendance data to find patterns and trends of persistent and severe absence
- make regular contact with the whānau of ākoka who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.

Resources

[Attendance Rules](#)

[Student Attendance Guide](#)

[Daily Attendance Reporting](#)

[Stepped Attendance Response - STAR](#)

[School Attendance - Quick Reference Guide](#)

[Communicating with Parents About Attendance](#)

[2026 BGP Attendance Management Plan](#)

Legislation

- [Education and Training Act 2020](#)
- [Education \(School Attendance\) Regulations 2024](#)
- [School Attendance Rules 2025](#)

Approved & ratified: 21 May 2026

Commissioner Signature:

A handwritten signature in black ink, appearing to be 'D. King', written over a light grey rectangular background.

Review Date: April 2027