

NORTHLAND SCHOOL

Legislation and Requirements Procedures Student Attendance



Northland School hours are from 8.55am – 3.00pm.

In the event of student absence parents/caregivers are asked to notify the school before the start of the school day. Parents are also asked to contact the school if the student is going to be late.

Attendance will be marked daily by teachers at 9.00am and 1.30pm following the Attendance Register Procedures. Unreported absences will be followed up by office staff by 9.30am and 1.40pm.

If a student is going to be away for an extended period of time (eg travel) then parents/caregivers are requested to let the school know in writing beforehand. A copy of the letter/email will be kept in the school office and the electronic attendance register marked with the appropriate code.

A summary of student attendance will be included in mid and end of year reporting to parents on student progress.

Teachers will monitor student attendance. Issues of concern relating to low attendance will be discussed with members of the Senior Management Team and the appropriate action will be taken.

When dealing with cases of truancy Northland School will follow established Ministry of Education guidelines.