

Student Attendance Te Waka Kura o Mohua | Golden Bay High School

Next review: Term 3 2026

Attendance Procedures - Student Attendance

At Te Waka Kura o Mohua | Golden Bay High School, 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. 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 or the Ministry of Education.

- The board takes all reasonable steps to ensure all students enrolled at Te Waka Kura o Mohua | Golden Bay High School attend school when it is open (Education and Training Act, s 36).
- The board will investigate, respond (in line with the attendance management plan) and record actions taken in relation to absences.
- Te Waka Kura o Mohua | Golden Bay High School 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, which ensures we receive correct funding and staffing entitlements.
- We keep our attendance registers for seven years from the date of last entry.
- Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s 244).
- Parents/guardians are expected to notify the school immediately of any child absence or lateness, schedule all non-urgent appointments and trips outside of school hours or holidays, and collaborate with the school to manage any attendance concerns.
- We share attendance expectations with students and their parents/guardians and caregivers, and require students to be present and attend classes on time.
- Parents/Guardians may ask for their child to be excused from certain areas of the curriculum for religious or cultural reasons. The principal reviews these requests and considers the preferences of the student. The school provides supervision for any students who do not participate in certain areas of the curriculum.
- From 2026, a weekly attendance summary generated by the Kamar system will be distributed to parents/guardians via email, allowing them to monitor and support their child's attendance.

Student Attendance - School Hours and Supervision

Te Waka Kura o Mohua | Golden Bay High School staff comply with our schedule and release students at set times.

- Year 7 - 11 students are not allowed to leave the school during school hours unless permission is requested by parents/caregivers and given by the school. The student must sign out at the office.
- Year 12 and 13 students may be allowed to leave school grounds (e.g. during lunch time or study periods). This is at the discretion of the principal and permission may be withdrawn if students do not return on time or do not meet our behaviour expectations while away from the school. The student must sign out at the office.
- If a student is ill or injured at the school or a school-related activity and needs to be taken elsewhere (e.g. home or a medical facility), we follow our procedure for Managing Injuries and Illness.
- The principal assures the board that student absences are correctly recorded, monitored, and followed up.
- We value diverse learning experiences that take place outside the school gates. While the Board approves the overall framework for off-site activities, the Principal reviews student participation on a case-by-case basis. This ensures that every off-site engagement is safe, purposeful, and appropriate for the individual student's learning journey.

Attendance Management Procedure

The following staff are responsible for monitoring and managing student attendance:

1. Administration and Enrolment Coordinator: Performs daily verification of student attendance by the end of Period 2 and contacts families regarding all unexplained absences.
2. Form Teachers: Actively monitor attendance trends and initiate follow-up communication with students and whānau when attendance patterns show deterioration.
3. Deans: Oversee attendance within their designated year level, collaborating with Form Teachers, students, and families to implement targeted attendance strategies.
4. Assistant Principal: Provides strategic oversight of student attendance for Te Waka Kura o Mohua | Golden Bay High School and maintains liaison with the external Attendance Advisor. The Assistant Principal is responsible for escalating unresolved concerns by lodging Attendance Service Applications (ASAs).

STAR - Stepped Attendance Response

The following process reflects the Government's "Stepped Attendance Response" (STAR) system.

REGULAR ATTENDANCE 0-4 days absent during a school term: Your child is regularly attending school, and students will receive positive acknowledgement throughout the term.

IRREGULAR ATTENDANCE 5-10 days absent during a school term: Whānau contacted by the Form Teacher. This is an opportunity to make the whānau, teacher and dean aware of any barriers that your child has with attending school. Together you will create a plan to make sure your child can attend school regularly and any barriers to attendance can be addressed positively. The student may not be able to participate in extracurricular and cocurricular activities until the student returns to regular attendance.

MODERATE ABSENCE 11-15 days absent during a school term: Whānau will receive notification from your child's Dean. We will organise a time to discuss the current barriers to regular attendance. Any support/s we can put in place internally and externally of the school will be arranged. Together, we will create a Whānau Action Plan. We will continue to monitor and support your child until they return to regular attendance.

CHRONIC ABSENCE 15+ days absent during a school term: You will be asked to attend school and meet with your child's Assistant Principal in person, alongside your child, to discuss the challenges you are facing as a whānau. Other agencies may be asked to attend this meeting along with a possible referral to our Attendance Advisor. This service is designed to support students and families in re-engaging with education following prolonged periods of non-attendance.