



Pukehina School

Next review: Term 1 2026

Ākonga Attendance

At Pukehina School, our attendance procedures ensure ākonga are accounted for during kura hours and activities as well as emergency events. This allows school staff to identify and respond to ākonga attendance concerns. We recognise the importance of regular attendance to support ākonga welfare and help ākonga achieve their educational potential.

As required by the Education and Training Act 2020 (s 35), ākonga between six and sixteen years old must be enrolled at kura. Once enrolled, it is compulsory to attend **regularly**, unless a specific exemption has been approved by the kura and the Ministry of Education. The poari matua takes all reasonable steps to ensure all ākonga enrolled at Pukehina School attend kura when it is open (Education and Training Act, s 36).

Pukehina School records and monitors attendance using set **attendance procedures**. We have annual targets for ākonga attendance, and work with ākonga, parents and caregivers, kaimahi, and external agencies where necessary to improve our levels of ākonga 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.

Parent/Guardian and ākonga responsibilities

Parents and guardians have legal obligations to ensure their children attend kura (Education and Training Act, s 244). We expect parents/guardians to:

- notify the kura as soon as possible if their child is going to be late or absent
- arrange appointments and trips outside kura hours or during kura holidays where possible
- work with the kura to manage attendance concerns.

We share attendance expectations with ākonga and their parents and caregivers, and require ākonga 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 tumuaki reviews these requests and considers the preferences of the ākonga. The kura provides supervision for any ākonga who do not participate in certain areas of the curriculum.

Kura hours and supervision

Pukehina School kaimahi comply with our schedule and release ākonga at set times. For information about supervision outside of kura hours, see **Before and After Kura Supervision**.

Ākonga are not allowed to leave the kura during kura hours unless permission is requested by parents/caregivers and given by the kura. The ākonga must sign out at the office.

If a ākonga is ill or injured at the kura or a kura-related activity and needs to be taken elsewhere (e.g. home or a medical facility), we follow our procedures for **Managing Injuries and Illness**.

The tumuaki assures the poari matua that ākonga absences are correctly recorded, monitored, and followed up. See **Self-Review and Poari Matua Assurances**.


Related topics

- **Poari Matua Responsibility**
- **Attendance Procedures**
- **Before and After Kura Supervision**
- **Managing Injuries and Illness**

Legislation

- Education and Training Act 2020

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - **Managing student attendance** 
 - **Attendance and Engagement Strategy** 
 - **Roll returns (monitoring)** 

Release history: Term 2 2023, Term 4 2022, Term 2 2019, Term 3 2018

IN THIS SECTION

Attendance Procedures

Last review	Term 1 2023
Topic type	Core