



Pukehina School

Next review: Term 1 2026

Attendance Procedures

Pukehina School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with ākonga and their parents/caregivers, and kaimahi are responsible for reminding ākonga of these expectations.

Recording attendance

We record attendance accurately and ensure the information is available in emergency situations to ensure all ākonga are accounted for. We monitor absence patterns using our student management system, and parents/caregivers are notified of any concerns.

Classroom kaiakos, learning support staff, and office kaimahi work together to ensure attendance is recorded correctly. Relievers, itinerant kaiakos, and specialist kaiakos provide attendance information as necessary to the relevant kaiako, or directly to the school office.

Ākonga are recorded as present or absent using set attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday or other unsatisfactory reason), and is marked as such in our attendance register. For further information, see [Attendance code resources](#) (Ministry of Education).

Monitoring attendance

The kura office receives attendance information from classroom kaiakos and/or relievers, itinerant, or specialist kaiakos, and is responsible for checking and updating attendance information (e.g. due to ākonga arriving late or going home early). Office kaimahi follow up absences, monitor for changes or trends in ākonga attendance, and coordinate with relevant kaimahi as needed.

Kāimahi are encouraged to report any attendance concerns to the tumuaki.

Ākonga not meeting the threshold for **regular attendance** may be referred to [Attendance Services](#)

Ākonga absences

If there is a justified reason for absence (e.g. due to illness, a funeral or tangihanga, or other approved reason at the discretion of the kura), the tumuaki may allow a ākonga to be absent from kura for up to five days (Education and Training Act 2020, s 45). In the case of planned absences, requests must be made to the

tumuaki at least one week before the planned event. The tumuaki has discretion to approve or deny requests, based on criteria including:

- the benefit to education for the ākonga (including qualifications and experience of course providers as relevant)
- the length of time away from regular kura programmes that the activity will require.

If a ākonga does not arrive at kura or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated. If necessary, we follow our **Missing Ākonga Procedure**.

Legislation

- Education and Training Act 2020
- Education (School Attendance) Regulations 1951

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - **Managing student attendance** 
 - **Guidelines for Schools around recording attendance** 
 - **Attendance registers** 
 - **Attendance Services** 

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