



Horowhenua College

Procedure 1.2

Attendance Management Plan

Horowhenua College recognises the importance of regular attendance (90%+ each term). Regular attendance supports student academic goals along with short and long term wellbeing. Students are required to attend school whenever it is open until they are at least 16 years of age. Attendance expectations apply to all students attending Horowhenua College regardless of age.

Horowhenua College will notify parents/caregivers if their student has not arrived at school after period 1. At all times attendance can be tracked by parents/caregivers and students via the KAMAR portal. <https://horowhenua.school.kiwi/> (Please contact the school if you are unable to access the portal).

Horowhenua College expects parents/caregivers to:

- Encourage and support regular attendance of 90% or above.
- Notify the school, as soon as possible, if their student is going to be late or absent.
- Arrange appointments and trips outside of school hours or during school holidays where possible.
- Work with the school to manage attendance concerns and to develop a support plan for their return to regular schooling.

The College uses the approved attendance codes as defined by the Ministry of Education. You can find more detail about attendance codes here:

<https://www.education.govt.nz/education-professionals/schools-year-0-13/attendance-and-enrolment/attendance-codes> Students are recorded as present or absent using the set attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for a holiday in term time) according to the guidelines provided to the school by the Ministry of Education.

The Board takes all reasonable steps to ensure students enrolled at Horowhenua College attend school regularly when it is open. We work with students, parents and caregivers, staff, and external agencies, when appropriate, to maintain regular attendance or improve student attendance to become regular. We expect students to be at school everyday, attending every lesson and to be on time. There needs to be a justifiable reason if a student is not attending.

Horowhenua College records and monitors attendance using attendance procedures. Communication with parents/caregivers will be made if attendance is not regular. All attendance information is shared daily with the Ministry of Education through our attendance management system.

In situations of ongoing (more than 5 days) or frequent medical absences the school will expect dated Medical Certificates to continue to excuse the absence as medical. Parents/Caregivers should communicate with their House Dean or the Student Centre and provide a copy of their students medical certificate. Without a medical certificate the absence may be recorded as explained but unjustified.

In the case of chronic illness, supported by medical evidence or specialist information, Horowhenua College will work with other agencies to find the best balance of health and educational needs for the students. This may include enrolling students with the Central Regional Health School.

Students are not allowed to leave the school grounds during school hours unless permission is requested by parents/caregivers and given by the school. A student who needs to leave school during the day or arrives late must follow the school sign in and out procedure through the Student Centre. If they do not follow this process students will be marked as Truant.

Attendance is maintained frequently. The school monitors attendance patterns using our student management systems. Parents/caregivers can expect to be notified of any concerns through email and phone calls. Horowhenua College expects families to work with our staff to improve attendance.

Health NZ guidelines for parents and caregivers to consider when deciding if their child is well enough to go to school can be found here <https://info.health.nz/pregnancy-children/childhood-conditions/knowning-if-your-child-is-well-enough-to-go-to-school-guidance-for-parents> The school will use these guidelines when considering if a student is too unwell for school.

Funerals/Tangihanga

Consideration will be given to travel and cultural expectations. The standard number of days of Justified absence is up to 3 days but the situation might warrant more or less time e.g. travel days. A longer period of leave may be a mix of Justified or other code.

Sporting and representative trips

NZ and regional representative events are considered Justified with the appropriate supporting evidence. Any extended absence before or after these events may be unjustified. All applications for representative leave must be accompanied with communication from a verified national body which outlines student selection, the competition dates and the required travel arrangements. Justified absences will be given for the competition and travel dates only.

If there is a 'good and sufficient' reason for an absence the principal may allow a student to be justifiably absent from school for up to five days (Education and Training Act 2020, s45). The principal has discretion to approve or deny requests based on criteria including:

Our teaching staff are not required to run alternate or extra programmes for students who have unjustified absences beyond their normal Google Classroom used for students attending school. Having an unjustified absence means that students may not have the opportunity for extensions on work or an opportunity to catch up on assessments. They therefore risk not being able to complete assessments to gain qualifications.

Horowhenua College has the expectation of good school attendance rates if students are going on school representative or overnight extra curricular trips representing Horowhenua College. We reserve the right to withdraw students from travelling if their attendance is below 80% to prioritise their attendance in classes.

Reviewed: March 2026

Next review: 2028