



**MAKE EVERY MOMENT COUNT &  
HELP BUILD THEIR FUTURE.**

**BE ON TIME AND ATTEND EVERY  
DAY.**

**ATTENDANCE = LEARNING = OPPORTUNITIES**

**WE ARE ALL RESPONSIBLE!**

## **NAISSS MANAGED MOVES INTEGRATED STUDENT SUPPORT SERVICE**

INSERT ADDRESS

## **CONTACT DETAILS**

For the Managed Moves Attendance  
Service Email



**NAISS  
MANAGED MOVES**

## **ATTENDANCE SERVICE**

**WHAT YOU NEED TO  
KNOW AS A CARING  
ADULT**

## SOMETHING TO THINK ABOUT

- Ensure that children are enrolled in a school and that they are attending every day.
- Contact the school promptly to provide reasons for all absences and when children are going to be late for school.
- Contact the school when there are matters causing concern and impacting on your child's learning or wellbeing.
- Contact the school if you suspect your child may be deliberately missing school.
- Be supportive of the school and your child's learning and join in school activities whenever possible.
- Make sure you know the term dates and details of any days your child is not required to attend e.g. Teacher only days (check school bags for school or class newsletters).
- Avoid taking students out of school time e.g. for holidays or shopping days. Wherever possible arrange family holidays during the school holidays.
- Make sure our children arrives on time to school.
- If you don't have a phone, then please send a note of explanation to the class teacher the next day the child attends.

## IT ADDS UP

MISSING JUST 1/4 OF A DAY A WEEK OF SCHOOL ADDS UP ACROSS THE YEAR TO 2 WEEKS, OR 50 LESSONS.

BEING JUST 15 MINUTES LATE EVERY DAY EQUATES TO THE SAME TIME LOST OVER THE SCHOOL YEAR.

## THE MINISTRY OF EDUCATION ATTENDANCE GUIDELINES

Unjustified non-attendant (truant) students can be referred to the Attendance Service.

### School will:

- **Contact you by phone, text, email, letter or visit to explain to you:**
  - The importance of your child attending school every day;
  - The importance of contacting the school when your child can not attend.
- Inform you about what processes the school will follow when your child is not at school;
- Inform you when the school has a non-attendance concern - (they will send you a letter asking for an explanation and ask that you make contact with them);
- Ask you to meet with them when unexplained absences (truancy) continue;
- Make referrals to the Attendance Service when they have not heard from you and your child is not attending their school.

## LEGAL & REGULATORY REQUIREMENTS.

THIS INFORMATION IS TAKEN FROM THE EDUCATION ACT 1989.

### Section 20:

All New Zealand Citizens or Legal Residents between the ages of 6 and 16 years old must be enrolled at a registered school at all times.

### Section 25:

Students are required to be enrolled and attend school

### Section 29:

If the child is not enrolled in a school and is not attending the parent/caregiver can be fined: \$30 per day the student is away or up to \$300 for the first offence or Up to \$3000 for the second offence.

## ATTENDANCE PROBLEMS & LATENESS

### Lateness:

On certain day/s every week, or month, or on most days of the month - regular lateness can impact negatively on your child's learning and ability to achieve.

### Explained Absences Include:

- Medical;
- Family or personal issues;
- Serious illness, trauma, or death in the student's family;
- Legal matters

If the Principal is no longer satisfied with the explanation the school can refer to the Attendance Service.

**Unjustified Non-Attendance** is absence that is not explained to the satisfaction of the Principal and can be referred to the Attendance Service.

