



# Twizel Area School

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Next review: Term 1 2026

## Student Attendance


Twizel Area School provides a broad range of curriculum options and opportunities and encourages students to participate fully in school life. Students are expected to attend school when required, and to be on time for classes. This policy applies for off-site activities as well, such as vocational courses, and EOTC activities.

We monitor the daily attendance of students to:

- ensure their safety both in getting to school, and in accounting for them in an emergency
- identify students with achievement, engagement, or other issues
- meet our legal responsibilities.

Parents and guardians also have legal obligations to ensure their children attend school. The school expects parents to:

- notify the school if their child is going to be absent by phone, app, or email by 9 am
- try to arrange appointments etc. outside school hours or in holidays
- work with the school to manage any attendance issues.

Absences are usually unjustified unless the student is too sick to attend school, or has suffered a bereavement. Sometimes a student might be out of class but should still be marked present, such as when attending a medical appointment. For a full list of absence codes, see [Attendance Matters](#) . Holidays should only be taken during school holidays.

### Unacceptable levels of absence

Attendance is monitored through our student management system (SMS). Unacceptable levels of absence are followed up with the student, and usually, their parent/guardian.

If the school cannot satisfactorily deal with a student's irregular attendance, the case will be referred to the [Attendance Service](#).

### Leaving school during the day

Students may not leave the school during school hours except by special arrangement – for example, a parent request (verbal or written) for the student to attend a medical appointment. The student must sign out at the office.

Exceptions are:

- Lunch passes: Students in years 11–13 may visit local food outlets to purchase lunch. They must adhere to normal school expectations around behaviour and uniform, and sign out at the main office. Failure to follow behaviour and uniform expectations results in normal school sanctions as per the behaviour plan, and removal of sign out privileges.

If a student becomes ill at school, follow the [procedure for sending sick students home](#).

All teachers must comply with the school's standard schedule. Students should be supervised until they are formally released.

Also see [Missing Student Procedure](#) .

### Out of school tuition and activities

Any request from a parent for their child to attend a programme or activity off-site during school hours must be made at least one week before the planned event. The request is approved or declined entirely at

the discretion of the principal who considers each application on its merits, using the following criteria:

- The specific relevance and benefit to the student's education and their learning and development goals.
- The length of time away from regular school programmes that the activity will require.
- The qualifications and experience of the course provider.

If permission is granted for a student to attend such a programme, they are marked as present for that time, with a comment about their attendance at the programme.

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The principal assures the board that student absences are correctly recorded, monitored, and followed up. The principal reports to the board on any annual targets for student attendance. See [Self-Review and Board Assurances](#).

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## Legislation

- Education and Training Act 2020

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## Resources

- Ministry of Education: [Legal responsibilities and national guidelines for schools on attendance](#) 
- Ministry of Education: [Managing student attendance](#)  (see *Attendance Matters: Guidelines for implementing an effective attendance management plan* at the bottom of the page)

**Release history:** [Term 4 2022](#), [Term 2 2019](#), [Term 3 2018](#)

### IN THIS SECTION

#### [Attendance Register](#)

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Last **scheduled review**

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Last **internal review** *Term 3 2020*

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**Topic type** *Generic*

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