

# School Attendance

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# School Attendance Issues

## Needs of student

### ATTENDANCE/TRUANCY

A student at your school is often away without explanation.

### NON-ENROLLED SUPPORT

A student aged 6-16 leaves your school and doesn't enrol in another school.

### STUDENTS WHO WOULD BENEFIT FROM AN ALTERNATIVE TO USUAL SECONDARY SCHOOLS

A student at your secondary school isn't able to have their educational needs met in a usual secondary school environment.

## Help available

Attendance guidelines for schools are available.

If you have concerns about a student, please contact the Ministry of Education directly.

If you have concerns about a student, please contact your local Ministry of Education office. Staff will locate and work with the student and family.

Alternative Education programmes are available for 13-15-year-olds who have become alienated from school.

## How to get it

These guidelines are in your Student Support handbook or you can download them from Te Kete Ipurangi (TKI) [www.tki.org.nz/](http://www.tki.org.nz/)

Look in the TKI communities and select: *Student Support*.

To contact your District Truancy Service, call your local Ministry of Education office. For information on the services that District Truancy Service is contracted to provide schools, refer to the Te Kete Ipurangi (TKI) website <http://www.tki.org.nz/r/governance/attendance/> and look for the Attendance Guidelines in the Student Support community.

Check the ENROL system to ensure students from your school roll are withdrawn and then complete a non-enrolment form. This provides your local Ministry of Education office with valuable information to follow up with the student.

You can find information about Alternative Education in your area by contacting the student support officer at your local Ministry of Education office. Further information on Alternative Education can be found on Te Kete Ipurangi (TKI) <http://www.tki.org.nz>

## What to expect

This information covers why student attendance is important, how it can be effectively managed and how attendance rates can be improved. It outlines the legal requirements regarding attendance and provides practical advice on how to reduce truancy.

The District Truancy Service will attempt to locate and return a student to school and report their reason for non-attendance.

Staff from the Ministry of Education or its contracted provider, NETServe, will locate a student and assist the student, with their family, to return to school.

Alternative Education delivers education in a different setting and uses different methods.

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## What to expect

Activity centres provide alternatives for 'at-risk' students. There are 14 activity centres around the country.

The Correspondence School also provides schooling for alienated students – those who are unwilling to go to local schools, or those who local schools are unwilling to enrol.

The Correspondence School provides schooling for students who can't attend school for psychological and psychosocial reasons.

Your school can decide which students are 'at risk'. Activity centres are attached to secondary schools in Auckland, Rotorua, Hastings, Napier, Gisborne, New Plymouth, Palmerston North, Lower Hutt, Wellington, Porirua, Dunedin, and Invercargill. Contact your local Ministry of Education office for details and contacts.

The manager at your local Ministry of Education office or your regional office student support manager will approve the enrolment. For enrolment details, go to The Correspondence School website:  
**[www.correspondence.school.nz/](http://www.correspondence.school.nz/)**

A Ministry of Education, Special Education psychologist will assess the student and the current schooling options and refer to The Correspondence School, if necessary. They must recommend all applications. For enrolment details go to The Correspondence School website:  
**[www.correspondence.school.nz/](http://www.correspondence.school.nz/)**

Some centres are seen as places where students can have 'time out' and then be returned to regular secondary schooling. Other centres are seen as an alternative for those who cannot cope with a regular school.

The Correspondence School offers distance learning. Courses may be taught through a mix of media.