

24 March 2023

**Re: Student Attendance**

Kia ora koutou, Talofa lava, Mālō e lelei, Kia orana, Faka'alofa lahi atu, Bula vinaka, Namaste, Warm greetings,

I am writing to address the issue of attendance at school. We are currently experiencing low levels of attendance and truancy from classes. We are doing a number of things within the school to address this such as providing lunches, trialling a new timetable and Wednesday programme to make school more engaging for our students as well as increasing staff presence during lessons around the school to pick up students who are wagging and a new truancy procedure. However, we need your help to ensure that students are maximising their learning opportunities at school and achieving to the best of their ability.

Based on research, 90% attendance is considered to be regular attendance by the Ministry of Education. You can see some national statistics [here](#). Even a rate of 90% means one day absent from school every two weeks and would be considered unacceptable by an employer. We would like to aim for even higher!

With regard to internal truancy, students who come to school but don't attend classes, we also need your support in following up on these. In the email that this letter is attached to are the login details to the Kamar portal. In the portal, you can check your child's attendance by lesson and statistics. Any lesson that has a '?' or 'T' means that the student has not been accounted for. From time to time, our teachers may have made an error, if that's the case, you can contact the child's teacher to ask them to clarify. You may also receive a text from the school saying that your child is absent. This will also likely mean that they have not attended class. How you can help is to follow up truancy with your rangatahi at home by having a conversation or putting in place consequences for truanting. If you are unsure how to approach this with your child, you can ask for support from our [Hauora team](#).

Thank you for supporting our school and your student's learning. We are looking forward to seeing our attendance statistics improve as we work in partnership.

Ngā mihi mahana,



Simon Craggs  
**Tumuaki/Principal**