

GARIN COLLEGE

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Attendance Requirements and Support at Garin College

At Garin College, our approach to attendance aligns with our school values and reflects a strong commitment to the dignity, wellbeing, and growth of every student. Working in partnership with whānau, we seek to understand individual circumstances, remove barriers to learning, and support students to engage consistently and positively in school life. Regular attendance underpins our Garin College Graduate Profile by enabling students to participate fully in learning, build strong relationships, and develop the wellbeing needed to flourish within our faith community.

Over the past year, we have seen encouraging improvements in student attendance, and we remain committed to continuing this positive momentum. Consistent attendance allows teaching and learning to progress as intended, supports continuity in programmes and activities, and ensures students remain connected to the wider life of the College. When a student is absent, learning is disrupted not only for them but also for others, particularly in collaborative and group-based learning contexts.

To achieve this, we seek to work collectively with you as Parent and Whānau to set high standards for student arrival at school on time, every day, and with the correct equipment ready to learn. We understand that for some Whānau and students this can be difficult at times so open communication between school and home is essential.

The New Zealand Ministry of Education expects students to attend school every day it is open, with a specific national target for students to be present at school more than 90% of the time.

In line with the Ministry of Education, Garin College Board has approved the Garin Attendance Management Plan and we have implemented our Stepped Attendance Response Plan, prioritising learner success through improved attendance. Our Stepped Attendance Response applies the following attendance threshold communication stages to ensure Whānau and Students are supported and guided in their attendance.

0-4 days absent: Good Attendance - Garin College weekly reports from P.A.R.O.T. (*Progress, Attendance and Reporting Online Tool*). These reports are emailed to Whānau weekly and contain attendance data for your child. Please ensure these are reviewed when received via email, as they are the first step in our collaboration to support students in attendance for success. If you have any concerns, please contact your child's Whānau Teacher, in the first instance, or appropriate Year Level Dean, directly.

5 - 9 days absent: Worrying Attendance - You will receive an email or phone call from your child's whānau teacher. This is an opportunity to make the Whānau teacher aware of any barriers that your child has with attendance and or school in general. Together you may create a plan to make sure your child can attend school regularly and any barriers to attendance can be addressed positively.

10 - 14 days absent: Concerning Attendance - You will receive notification from the Year level Dean and you will be given the opportunity to discuss the current barriers to regular attendance, in person. Any support we can put in place internally and externally of school will be arranged. Together, we will create a Whānau Action Plan for your child's attendance. We will continue to monitor and support your child until they return to regular attendance.

15 + days absent: Very Concerning - You will be invited to attend a meeting at school to meet with the Deputy Principal in person, alongside your child, to discuss the challenges you may be facing as a whānau in relation to your child's attendance. Other agencies may be asked to attend this meeting.

Continual absence: You will receive a formal letter from the Deputy Principal informing you that if your child's attendance does not improve, your child will be referred to the Nelson Ministry of Education **Attendance Service Provider - Whakatū Marae** . This service supports Rangatahi and their Whānau who have not attended school for a while.

Reporting an absence

If your child is going to be absent for any reason, it is essential that you let us know as soon as possible to avoid an unexplained absence.

It is important that you phone our school office, send an email, or message us via the school KAMAR portal to confirm your child's absence and provide us with the reason. We acknowledge that there are genuine reasons students may occasionally be absent. We require the following from you:

- Your name
- Your child's name
- Reason for absence (saying "away today" is insufficient; please provide a specific reason such as medical, bereavement, etc.)
- When your child is likely to return

School phone number: 03 543 9488 **Email:** attendance@garincollege.nz

If you are experiencing difficulty getting your child to school, please know that we are here to help. You can ask for support by:

- Speaking directly with your child's whānau teacher
- Sending us an email to attendance@garincollege.nz
- Calling us on 03 543 9488 and asking to speak to your child's dean

We can work with you in partnership to develop a support plan that addresses any barriers to regular attendance, upholding our commitment to the well-being of your child. More information on attendance, including your rights and responsibilities as parents or caregivers, is available on the Ministry of Education's webpage: Attendance [Quick Reference Attendance Guide](#)

With your support we will ensure your child gets the very best education. Thank you for your understanding, commitment and support.

Yours Sincerely

John Maguire

Principal

