



Maihihi School

Next review: Term 1 2026

Attendance Register

Attendance registers are official legal documents, audited regularly by the Ministry of Education. Recording attendance electronically highlights patterns of attendance that can then be appropriately managed.

Full guidelines are in the Ministry of Education [Circular 1997/24](#).

Follow this process to record attendance:

Responsibility	Action
Classroom teachers	<ol style="list-style-type: none">1. Record and save attendance information in eTap. Record students who are absent for an unknown reason with a question mark (?). The attendance officer will change this later if the reason is established. Record students who are absent for a known reason with the appropriate code. The attendance officer will then know that there is no need to follow up.
School attendance officer	<ol style="list-style-type: none">2. Check absences room by room, and change codes after following up any students who are un-notified absent.3. Record all absences in the emergency evacuation folder. Keep this in the office.4. Update the student management system (SMS) with any students who go home sick.

Release history: Term 3 2018

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