

# St Joseph's Catholic School

*Te Kura Katorika o Hato Hohepa*

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Date:

Mr & Mrs  
Address

Dear Mr & Mrs,

I am writing to advise that your child has had an unjustified absence from school for 10 days this term.

Please see your child's attendance record attached to this letter.

The Ministry of Education's priority is that 80% of students regularly attend school 90% of the time. Your child's regular attendance currently is ??%. The MOE requirement is 90%.

The Education Act 2020 requires all children and young people between the ages of 6 and 16 to attend school on each day of the school year. Failure to comply with this can result in prosecution and a fine of up to \$300 for the first offence and up to \$3000 for the second and subsequent offences under section 244 of the Act.

Ongoing absence will hinder (child's) progress and achievement at school. We would like to meet with you to identify the reasons for the absences and to support their return to regular attendance.

Please contact me on 09 238 7745 to arrange a time to meet to discuss this further in the coming week.

Yours sincerely

Ursula Hall  
Principal/Tumuaki  
St Joseph's Catholic School