



Attendance Management Plan Created 01_26

This document outlines the Attendance Management Plan for Waipu Primary School. This plan is designed to be a living document, reflecting our commitment to ensuring every student attends school regularly and engages in their learning. It aligns with the Ministry of Education's requirements for mandatory Attendance Management Plans and the Stepped Attendance Response (STAR) framework.

Guiding Principles for Attendance

- **Whānau Partnership:** We believe that strong, trusting relationships with our students, their families, and the wider community are the foundation of good attendance.
- **Early Intervention:** We will act promptly and compassionately when a student's attendance begins to decline, addressing barriers before they become chronic issues.
- **Community Collaboration:** We will work with local agencies, community groups, and the Ministry of Education to provide holistic support for our students and their families
- **Celebration:** We will celebrate and acknowledge good and improved attendance to reinforce its importance and value.

Roles and Responsibilities

Role	Responsibility
Board of Trustees	Oversee the implementation and regular review Set an annual attendance target for the school
Principal	Lead the implementation of the plan Ensure the plan is shared with whānau Monitor school wide attendance data and trends Act as the primary contact for moderate and chronic absence cases Liaise with the MoE Attendance Service and other support agencies
Teachers	Record attendance accurately at the start of each morning and afternoon session Build strong relationships with students and whanau Act as the first point of contact for students with irregular absences
Administration staff	Record and update absence notifications daily Contact parents/caregivers on the first day of an unexplained absence Maintain accurate contact details for all students
Whānau/Caregivers	Ensure their child attends school every day, unless they are unwell Notify the school promptly of any absence Work in partnership with the school to address any attendance concerns

Stepped Attendance Response (STAR) Framework

We use a tiered approach to identify and respond to student absences.

Attendance Category	Definition	School Response
Regular Attendance	90% or more (absent less than 5 days a term)	<u>Tier 1 - Universal Support:</u> Acknowledged and celebrated through class and school-wide recognition Teachers maintain positive communication with whānau
Irregular Attendance	80-89% (absent 5 - 9.5 days a term)	<u>Tier 2 - Targeted Support:</u> The teacher contacts home to understand the reasons for absence The school offers support to address any emerging barriers Attendance is monitored closely for improvement
Moderate Absence	70-79% (absent 10 - 14.5 days a term)	<u>Tier 3 Intensive Support:</u> Principal meets with whanau and students to make a supportive plan The plan may involve connecting the family with community resources A formal attendance plan is created, with clear goals and check ins
Chronic Absence	Less than 70% (more than 15 days absence a term)	<u>Tier 4 Referral:</u> All previous steps have been worked through and a formal referral is made to the MOE Attendance Service The school continues to work closely with the family and the Attendance Service

Procedures for Absence Notification and Follow-up

- Daily Attendance Recording
- Teachers will mark the electronic attendance register for all students by 8:45am each morning and 1:30pm each afternoon.
- Attendance will be submitted daily to the Ministry of Education.
- The school is using the refreshed set of attendance codes as required by the Ministry.

First-Day Absence Follow-up

- If a student is marked absent without a prior explanation, the administration staff will contact the student's primary caregiver via phone call or email by 9:30am.
- If the caregiver cannot be reached, alternative contacts may be tried.
- Unexplained absences that remain unresolved by the end of the school day will be coded as 'E' (Explained and unjustified) or 'T' (Truancy), based on the situation and prior communication. We will avoid leaving any '?' codes on the register.

Absence Notification by Whānau

- Whānau are expected to notify the school of an absence by 8:30am on the day of the absence.
- This can be done via phone call to the school office or notify the school via HERO.

Justified vs. Unjustified Absences

- Justified: Medical certificates (for prolonged illness), bereavement, or religious observances are considered justified. The code 'M' or 'J' will be used.
- Unjustified: Planned holidays during term time, extended family visits, or unapproved sporting events are considered unjustified. The code 'E' will be used.

Addressing 'Late' Students

- Students and or caregivers sign in at the office with a reason for being late.
- Lateness is reviewed weekly by the Principal to identify students with frequent lateness.
- The teacher contacts whānau to understand the reasons for absence.
- The school offers support to address any emerging barriers.

Celebrating Success

- All students who have been at school every day for the latest fortnight are entered into the attendance draw at Assembly. One student is drawn out and receives a suitable reward.
- The class with the highest attendance percentage for the term gets to wear mufti the following Monday after the whole school assembly where the announcement was made.
- The Principal will acknowledge improved attendance with students and whānau.

Data Monitoring and Plan Review

- Attendance data is reviewed weekly by the Principal to identify students in the Irregular and Moderate absence categories.
- The Board receives a termly attendance report.
- This plan will be reviewed annually by the Board in consultation with staff, whānau, and the community.

Ministry of Education Guidance:

- The [Ministry of Education NZ](#) provides a guide for schools and kura on managing student attendance.
- The [Ministry of Education NZ](#) refreshed attendance codes

Overarching Attendance Objectives and Priorities

- Our overarching goal for 2026 is to reach the government target of 80% of students attending school 90% of the time across all 4 terms of the school year.

Context & Analysis of Current Situation

- Attendance remains reasonably consistent over time as noted on page 7 of our T4 2025 Every Day Matters Attendance report.