



# *Jendayra* **ATTENDANCE**

Management Plan 2026 - 2030

# OUR PLAN



From Term 1 2026, all state and state-integrated schools in New Zealand are required to implement an Attendance Management Plan. These plans aim to improve student attendance by providing clear pathways to identify and address absences.

**“Poipoia te kākano kia puāwai”**

**Nurture the seed so that it will blossom**

This speaks to the potential for growth and the importance of support to help tamariki reach their fullest potential by ensuring they are present for learning

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Regular school attendance is vital for the success and wellbeing of our tamariki. Attending school every day supports our tamariki to build strong foundations for their learning and social development.

Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki should be absent for no more than one day a fortnight to ensure that they can have continued success at school.

### **What would success look like?**

Success would look like an increase to Regular/Good Attendance, whereby more of our tamariki are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these tamariki and whānau with Worrying/Irregular Attendance.

# **STRATEGIC PRIORITIES**

# **BOARD RESPONSIBILITIES**

As required by the Education and Training Act 202 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

The board will comply with the provisions in the legislation in relation to student attendance by:

- having a commitment to support students return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing this attendance management plan on the school's website

# TUMUAKI RESPONSIBILITIES

The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance
- Report to the board on any trends, barriers to attendance and interventions being used to support student attendance.

# WHANAU RESPONSIBILITIES

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- notify the kura as soon as possible if their tamaiti is going to be late or absent
- Arrange appointments or trips outside of kura hours or during school holidays where possible
- Work with us (kura) to manage attendance concerns

# KURA RESPONSIBILITIES

Our School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamariki and whānau and staff are responsible for reminding our community of these expectations

# KURA KAUPAPA

We commit to:

- Continually look to improve our response and understanding of tamariki absence
- Set goals and targets as part of our annual strategic planning
- Report back to the School Board and community on both our successes in Attendance as well as our focused areas for improvement
- Reporting on school wide attendance and goals termly sharing with whānau through our school newsletter, facebook posts and face to face
- Our attendance policy update appropriately
- Share attendance data with MOE weekly and endeavour to make it as accurate as possible by updating codes as required

## Tumuaki will

The principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non-attending students.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

## Kaiako will

- Complete the roll BEFORE 9.15am
- Any tamaiti who arrives late to school is to report to the Tari to register that they are late on the Vistab system
- Afternoon roll must be taken BEFORE 1:55pm
- If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to school absence online document

## Tari (office) will

- The Office Managers check the texts and emails and take phone calls of absences in the morning.
- The Office Manager checks all classes' morning roll from 9:30am
- Any children marked with a ? are then followed up by the Office Manager with a text or email to whanau
- When replies are received, the Office Manager updates the school absence online document - If no reply is received, the child is marked as Truant.
- The Office Manager will check the afternoon roll from 2:00pm

<b>Good Attendance</b>	<b>Worrying Attendance</b>	<b>Concerning Attendance</b>	<b>Chronically absent Attendance</b>
Less than 5 days absence in a school term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
<b>Whānau</b>	<b>Whānau</b>	<b>Whānau</b>	<b>Whānau</b>
<ul style="list-style-type: none"> <li>• Ensure student attends every day they are able</li> <li>• Reinforce good attendance habits</li> <li>• Follow school attendance management plan and procedures including reporting absence reason</li> </ul>	<ul style="list-style-type: none"> <li>• Return student to regular attendance</li> <li>• Contact school to discuss reasons for absence and impact on learning</li> <li>• Engage in regular communication with classroom teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Return student to regular attendance</li> <li>• Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan</li> <li>• Implement support plan</li> </ul>	<ul style="list-style-type: none"> <li>• Return student to regular attendance</li> <li>• Engage in support plan with the support of Truancy services and other external agencies if necessary</li> </ul>

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Kura	Kura	Kura	Kura
<ul style="list-style-type: none"> <li>• Communicate with whānau about every absence</li> <li>• Maintain contact details of all parents</li> <li>• Celebrate &amp; Promote regular attendance</li> <li>• Acknowledge whanau commitment to regular attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents to discuss reasons for absence and impact on learning (office &amp; teacher)</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents to escalate concerns (Senior leadership &amp; Tumuaki)</li> <li>• Hold meeting to analyse reasons for absence and to collaborate on a support plan</li> <li>• Develop and implement a support plan tailored to the reasons and circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents to inform of escalated response</li> <li>• Request support from Attendance Service or other agencies as needed</li> <li>• Participate in multi-agency response</li> <li>• Monitor implementation until improvement</li> </ul>

# MONITORING

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## Daily

- Attendance data collated daily to obtain the percentage of tamariki present in each class. This data is then shared with all classroom teachers, admin staff and the Principal
- Attendance is celebrated with best 3 attended classes announced to the whole school via the PA system
- Student absence is recorded and followed up by the Office daily & Kaiako after two consecutive days of absence

## Termly

- Newsletters acknowledge 100% attendance students each term
- Letters are sent to students whanau whose attendance is worrying, advising days away and that lack of attendance is compromising their opportunity to attend class trips
- Letters are sent to causing concern tamariki who have been absent between 10-15 days, seeking further information about what is causing the poor attendance. Develop and implement improvement plan.
- School trips are held for all tamariki that are in the green group for the term of 5 or less days away
- Board report presents a snap shot of attendance through the STEPPED attendance model colour system. This report also records the attendance improvement plans for tamariki with 15 + days absent

**A parent of a student commits an offence if the student,—**

- while enrolled at a registered school, does not attend the school as required by sections 36 and 42; or
- while enrolled at a distance school, does not do the work of the course in which the student is enrolled.

**A person who commits an offence against subsection (1) is liable on conviction to a fine not exceeding \$30 for every school day on which the offence occurs.**

- However, a fine imposed for an offence against subsection (1) may not exceed \$300 for a first offence or \$3,000 for a second or subsequent offence.
- The imposition of a penalty under this section does not limit or affect any provision of the Oranga Tamariki Act 1989.

# **EDUCATION AND TRAINING ACT 2020 SECTION 244 OFFENCE RELATING TO IRREGULAR ATTENDANCE**

# **LEGAL REQUIREMENTS FOR SCHOOL ATTENDANCE**

**Yendarra Schools are required to:**

- enrol eligible students
- take all reasonable steps to make sure students attend when the school is open
- keep an attendance record for each enrolled student
- have an absence notification process
- use an approved electronic attendance register and Ministry-approved attendance codes to record attendance.

**Parents and legal guardians are required to:**

- enrol their child at a registered school when they turn 6 years old
- make sure their child (including enrolled 5-year-olds) attends school every day the school is open until they are at least 16 years old.

Failure to do so can result in the school or Ministry of Education taking legal action, including prosecution under Sections 243 and 244 of the Education and Training Act 2020.

- Education and Training Act 2020
- Education Attendance rules
- Education (School Attendance) Regulations 2024