



Te Kura Reo Rua o Maraenui

Maraenui Bilingual School

Attendance Management Plan

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Attendance Objectives and Strategic Priorities

Our tamariki need to be attending school as much as possible to receive a full education. We want our tamariki to be fully functioning adult members of society and being at kura each day makes this possible. Each day they are away makes this more challenging. For their learning and wellbeing, we work to maximise attendance.

The Board of Te Kura Reo Rua o Maraenui understands their responsibility to take all reasonable steps to ensure ākongā attend school. The Board will investigate ākongā' absences and respond to each in accordance with the plan outlined in this document.

Our strategic goals are Wellbeing, Te reo me ona tikanga māori, achievement, and attendance. Under the goal of achieving excellence, creating an attendance strategy is a key action for this year. Our measure is that regular termly attendance will improve and chronic absence each term will reduce.

Our current attendance data shows:

Term 4 2025

- 28% Regular attendance (>90% of the time)
- 28% Irregular absence (81-90% of the time)
- 17% Moderate absence (71-80% of the time)
- 13% Chronic absence (less than 70% of the time)

Our target is that regular attendance will show improvement each term by 5 percentage points and chronic absence each term will reduce by 3 percentage points.

Attendance Policy

Student Attendance

At Te Kura Reo Rua o Maraenui, our attendance procedures ensure ākongā are accounted for during school hours and activities as well as emergency events. This allows school staff to identify

and respond to student attendance concerns. We recognise the importance of regular attendance to support student welfare and help ākonga achieve their educational potential.

As required by the Education and Training Act 2020 (s 35), ākonga 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 the Ministry of Education. The board takes all reasonable steps to ensure all ākonga enrolled at Te Kura Reo Rua o Maraenui attend school when it is open (Education and Training Act, s 36).

Te Kura Reo Rua o Maraenui records and monitors attendance using set attendance procedures. We have annual targets for student attendance, and work with ākonga, parents and caregivers, staff, and external agencies where necessary to improve our levels of student attendance. We share our attendance information with the Ministry of Education, which ensures we receive correct funding and staffing entitlements. We keep our attendance registers for seven years from the date of last entry.

Parent/Guardian and student responsibilities

Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s 244). We expect parents/guardians to:

- notify the school as soon as possible if their child is going to be late or absent
- arrange appointments and trips outside school hours or during school holidays where possible
- work with the school to manage attendance concerns.

We share attendance expectations with ākonga and their parents/guardians and caregivers and require ākonga to be present and attend classes on time.

Parents/Guardians may ask for their child to be excused from certain areas of the curriculum for religious or cultural reasons. The tumuaki reviews these requests and considers the preferences of the student. The school provides supervision for any ākonga who do not participate in certain areas of the curriculum.

Attendance Procedures

Te Kura Reo Rua o Maraenui has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with ākonga and their parents/caregivers, and staff are responsible for reminding ākonga of these expectations.

Recording attendance

We record attendance accurately to ensure all ākonga are accounted for, including for emergency situations. The school provides attendance data to the Ministry of Education each day, as required by the Education and Training Act 2020 and Education (School Attendance) Regulations 2024. We monitor absence patterns using our student management system and notify parents/caregivers of any concerns.

Classroom kaiako, learning support staff, and office staff work together to ensure attendance is recorded correctly. Relievers, itinerant kaiako, and specialist kaiako provide attendance information as necessary to the relevant kaiako, or directly to the school office.

We record ākongā as present or absent using Ministry of Education attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday or other unsatisfactory reason), and we record this in our attendance register.

Monitoring attendance

The school office receives attendance information from classroom kaiako and/or relievers, itinerant, or specialist kaiako, and is responsible for checking and updating attendance information (e.g. due to ākongā arriving late or going home early). Office staff follow up absences, monitor for changes or trends in student attendance, and coordinate with relevant staff as needed.

Staff are encouraged to report any attendance concerns to the school administrator.

The Ministry of Education collects attendance data from the school, including:

- the proportion of ākongā who **attend regularly**
- ākongā with five or more full days of unjustified absence in a term
- absences remaining unexplained at the end of each week.

Student absences

Parents/Caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent. A reason for absence must be provided no later than the end of the school week. Te Kura Reo Rua o Maraenui will contact parents/caregivers directly if no explanation is provided for student absence.

Under the Education and Training Act 2020 (s 45), the tumuaki may allow a student to be absent from school for up to five days if there is a justified reason for absence (e.g. due to illness, a funeral or tangihanga, or other approved reason at the discretion of the school). For planned absences, requests must be made to the tumuaki at least one week before the planned event.

The tumuaki has discretion to approve or deny requests, based on criteria including:

- the benefit to education for the student (including qualifications and experience of course providers as relevant)
- the length of time away from regular school programmes that the activity will require.

If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated (e.g. if a student has gone home due to illness). If necessary, we follow up with parents/guardians and/or emergency contacts. We may also follow our **Missing ākongā Procedure**.

Following up unexplained absences

Te Kura Reo Rua o Maraenui takes all reasonable steps to ensure ākongā attend school while it is open, including following up unexplained absences.

Our follow-up actions may include:

- analysing attendance data for patterns of absence
- contacting parents/caregivers to outline attendance expectations
- meeting with ākongā and their parents/caregivers to discuss strategies for improving attendance
- discussing school programmes with relevant staff to better meet the needs of ākongā at risk of disengagement.

Under the Education and Training Act (s 48), the board may appoint an attendance officer who has authority to follow up absences with ākongā and their parents/caregivers directly.

We may also refer ākongā with extended or persistent absences to **Attendance services**.

School Practice

How we set and reinforce attendance expectations with families and ākongā.

- At enrolment time, expectations and procedures for attendance are explained to caregivers and ākongā.
- Each term, whānau who have high attendance are celebrated and there are prizes and awards for attendance.
- Weekly pānui to whānau reinforce the importance of attendance.

Process for recording attendance

- kaiako complete the school roll on Hero by 9.30am and 2pm each day.
- If rolls aren't completed by 9.30am our office person reminds the kaiako that it needs to be completed.
- If the office person is away, the tumuaki fills this function.

Attendance Process	
Classroom kaiako	<ul style="list-style-type: none"> ● The MOE requires that student attendance must be marked during class time by the kaiako with the ākongā in front of them, a minimum of 2 times per day. ● kaiako must mark their roll by 9:30am, 2pm each day. ● If absent, on your return go back and check that rolls have been completed. ● Advanced notification of a student absence forwarded to the office immediately, via email or in person. ● Speak to the student and contact home for ongoing issues regarding lateness. ● Make contact with home on the second day of an unjustified absence. If unable to make contact on the third day refer to Poutoko.
Office Administration	<ul style="list-style-type: none"> ● Daily text absence at 9.30am ● Code absences. ● Refer an unjustified absence for the second day in a row to the tumuaki ● Input relieving kaiako rolls. ● Follow up all question marks / day truancy and code appropriately.
Poutoko	<ul style="list-style-type: none"> ● Monitor year level and individual attendance trends or patterns.

	<ul style="list-style-type: none"> ● Follow-up ākonga for whom classroom kaiako is not able to make contact with/has concerns about ● Make truancy referrals to the tumuaki.
tumuaki	<ul style="list-style-type: none"> ● Arrange family meetings/conferences if unjustified absence is considered ongoing and/or harmful ● Work with admin and Truancy Service.

Monitoring practices

- Twice termly the tumuaki leads discussion with staff to identify attendance patterns and barriers.
- Where possible barriers are minimised and problem-solved with whānau.

Use of Thresholds

- We use the Stepped Attendance Response (STAR) thresholds for the number of days a student is absent in a term to identify concerning absence or patterns of absence that require a response.
- Our response is guided by the STAR booklet: [Stepped Attendance Response - STAR](#)
- We use the communication templates provided by the Ministry of Education to guide our communications at different thresholds.
- This is the link to those templates: [Communicating with whānau](#)
- At times when individual attendance plans are required to support ākonga, we use the Ministry of Education template. [Individual Attendance Plans](#)

Our school uses the [Stepped Attendance Response \(STAR\)](#) to guide when and how we respond to absences.



Supporting ākonga Returning to School

- To mitigate loss of learning kaiako will differentiate practice.
- Kaiako will operate a positive and inclusive classroom culture to welcome ākonga back to school and re-establish friendships.
- Depending on the level of absence, ongoing monitoring by the school will enable early response to emerging learning or wellbeing issues.
- As part of good practice, kaiako will ensure that whānau and parents of returning ākonga are kept informed of reintegration progress.

Monitoring and Measuring Progress

- The tumuaki is the senior leader who is responsible for attendance improvement in the school.
- The tumuaki and office administrator have timely discussions about coding decisions as they arise.
- The tumuaki will report attendance data twice termly to the Board of Trustees.
- The Team will review progress and results each term. This will form the basis of next steps for the following term.
- The tumuaki will provide a termly attendance report to the Board of Trustees based on the analysis of data, trends, and narratives.
- The office administrator and tumuaki follow up with kaiako about interactions with whanau of absent tamariki.