



Te Kūiti Primary School

Attendance Management Plan

Regular school attendance is important for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.

Te Kūiti Primary school currently has 49% regular attendance, as at Term 4, 2025, and a target of lifting regular attendance to 80% by the end of 2026.

Our guiding principles are:

- **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, striving to address 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.

Board Responsibilities

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:

- oversee the implementation and regular review of the Attendance Management Plan
- ensure the plan is published on the school's website
- set an annual attendance target for the school

Principal Responsibilities

The principal is responsible for:

- developing and implementing a stepped attendance response to support student attendance
- ensuring that student absence is monitored, responded to and actions taken documented in line with the stepped attendance response
- ensuring all students, whanau and staff understand the processes and procedures that support student attendance
- reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance

49%

Whānau 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

School Responsibilities

- Clear communication to parents and students on attendance expectations on enrolment, and termly via Class DOJO and the school newsletter
- Communicate to whānau what steps the schools will take if the student is absent from school
- Monitor student attendance weekly
- Report to parents / caregivers on the attendance of their child, in line with the Stepped Attendance Responses for our school, and via twice yearly reports

School Procedures- General

- The principal will appoint staff and delegate duties, to manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students.
- Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.
- Classroom teachers are responsible for recording student attendance of their class every morning and afternoon.
- Our principal is responsible for monitoring student attendance and for ensuring that parents are informed of attendance concerns.
- Outside agencies will be used as appropriate to support attendance ie: Attendance Services
- Students will be identified at the thresholds i.e. concerning and very concerning in line with the Stepped Attendance Plan.
- Patterns of attendance and specific interventions being used will be evaluated by the Principal and Learning Support Co-ordinator and Senior Leadership Team termly to review outcomes and effectiveness of these interventions.
- Attached is the Stepped Attendance Responses for Te Kūiti Primary School. This is monitored and recorded by the principal using STAR.

School Procedures for Absence Notification and Follow-up

Daily Attendance Recording

- Teachers will mark the electronic attendance register for all students by 9:15 am each morning and 1:50 pm each afternoon.
- Attendance will be submitted daily to the Ministry of Education.
- The school uses attendance codes as required by the Ministry of Education.

First-Day Absence Follow-up

- If a student is marked absent without a prior explanation, the administration staff will attempt to contact the student's primary caregiver via phone call as soon as possible.
- 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 'T' (Truancy).

Absence Notification by Whānau

- Whānau are expected to notify the school of an absence by 9:00am on the day of the absence.
- This can be done via phone call to the school office at 07 878 7746, email to admin@tekuiti.school.nz or notify the school via Skool Loop

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 examples of unjustified absence. The appropriate codes will be used.