



Enter To Learn Go Forth To Serve

Kuhu mai ki te ako, haere ki te awahi

Attendance Management Plan

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Overarching attendance objectives and strategic priorities

RATIONALE:

The school has a legal responsibility to monitor and report on attendance and truancy. Regular attendance of enrolled students is the responsibility of the Board of Trustees.

This document outlines the Attendance Management Plan for Pongakawa School. It is designed to reflect 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.

STRATEGIC PLAN:

Goal 5: Attendance

GOAL 5	<p>Attendance The school has a legal responsibility to monitor and report on attendance and truancy. Regular attendance of enrolled students is the responsibility of the Pongakawa School Board.</p> <p>5.1 Establish where our school is at in regards to attendance and create goals accordingly</p> <p>5.2 Implement the Pongakawa School Attendance Management Plan</p> <p>5.3 Publish our Stepped Attendance Management Plan (STAR) on our school website (February 2026)</p> <p>5.4 Continue incentives for strong attendance</p>
NAG 6	<p>Under NAG 6, school boards are required to ensure administrative practices comply with all relevant legislation, including the Education and Training Act 2020 and the Education (School Attendance) Regulations 1951.</p> <p>Learners at the Centre: Ensure that all students have equal access to education</p> <p>Quality Teaching and Leadership: Ensure attendance is monitored and followed up with in timely manner should the need arise as per STAR</p> <p>Barrier Free Access: The school will work with whānau to remove any barriers that may be stopping their child attend school regularly eg. transport, anxiety etc</p> <p>Future of Learning and Work: The school will maintain high expectations for student attendance</p>

PONGAKAWA SCHOOL
POLICY STATEMENT
ATTENDANCE

N.A.G 6
LEGISLATIVE REQUIREMENTS

RATIONALE:

The school has a legal responsibility to monitor and report on attendance and truancy. Regular attendance of enrolled students is the responsibility of the Pongakawa School Board.

PURPOSE:

- To adopt policies and practices that ensure children attend school regularly
- To seek the understanding and cooperation of parents/caregivers so that they will fulfil their legal and moral responsibilities in the matter of attendance at school
- To know where children are at all times
- To monitor both attendance and absence
- To follow up on absences so the school knows why children are absent
- The Board and the school will follow the guidelines as outlined in the Attendance Management Plan

GUIDELINES:

1. Teachers will keep an electronic daily attendance register where children will be marked according to MOE requirements. Code explanations kept in the office
2. If the absence is unexplained, a code is included for this
3. Marking of rolls will occur at the start of school (8.45 am) and directly after lunch (1.15 pm) to enable Number 4 to occur and thus ensure the safety of all students
4. Office staff will then follow up on absences with a phone call to parents of absent children, unless they have contacted the school with an explanation. This will be recorded on the master sheet for the week. Explained absence by phone will be noted
5. In the case of unexplained absences children will be required to have either a verbal or written explanation. If a pattern of unexplained absence is occurring regularly, or intermittently, teachers will notify the office and the office will follow the guidelines as outlined in the Attendance Management Plan Procedures (following the Stepped Attendance Response) - see below
6. Serious concerns may require the Principal to contact Oranga Tamariki if the child's absences suggest serious neglect.

Reviewed as part of 2025 Cycle

Lachlan Mackenzie
Presiding Member

Attendance Management Plan Procedures

Setting and reinforcing attendance expectations

- Attendance expectations are set in the school attendance policy and in the [STAR](#)
- Regular communication in newsletters about attendance expectations
- Ensuring attendance procedures and processes are followed
- STAR is available to the community on the schools website

Roles & Responsibilities

Board of Trustees	<ul style="list-style-type: none">• Regularly review the attendance data• Ensure Attendance Management Plan is published on school website• Set annual attendance target for the school
Principal/ Senior Leadership Team	<ul style="list-style-type: none">• Lead the implementation plan and provide professional development for staff• Monitor school-wide attendance data and trends• Act as primary contact for moderate and chronic absence cases• Liaise with Ministry of Education Attendance Service and other support agencies
Teachers	<ul style="list-style-type: none">• Record attendance accurately at the start of each morning and afternoon• Build strong relationships with students and whānau/ caregivers• Act as the first point of contact for students with irregular absences and record intervention/ engagement with whanau in the SMS
Admin/Office Staff	<ul style="list-style-type: none">• Record and update absence notifications daily• Contact parents/ caregivers if absence is unexplained• Maintain accurate contact details for all students
Whānau/ Caregivers	<ul style="list-style-type: none">• Ensure their child/children attends school everyday, unless they are unwell• Notify the school promptly of any absence• Work in partnership with the school to address any attendance concerns

Process for recording attendance

- Students' attendance is marked at the start of the day and straight after lunch.
- Rolls are checked to see if they have been completed by the office at 9am and 1:30pm. If a class has not completed their roll call the office will make contact with classroom teacher for them to complete immediately
- All roles are marked on our SMS - Musac Edge and emergency roles and absences are printed every day
- In the event of an emergency manual roles that are pinned at the door of each classroom are used to mark while students are in the evacuation area. Absences are carried out by the office staff.

Daily attendance management practices

- If a student is marked as absent the office will make contact with the caregiver as to the reason why their child is absent from school (unless the caregiver has already made contact).
- Where a child is not in attendance they will be marked with one of the codes for the following justified reasons; M (unwell or ill), U (stood down or suspended), or J (school approved absence), or unjustified reasons; G (holiday in term time), or E (explained but not approved).

- If the office cannot get a hold of the caregivers for an explanation it is noted on the SMS and that a message has been left but no response - if no explanation is received by the end of the week, it is marked as 'T' (Truancy).

Attendance Category	Definition	School Response
Regular Attendance	90% or more (absent less than 5 days per term)	<ul style="list-style-type: none"> • Maintain an accurate daily attendance register for all students • Acknowledge and celebrate regular attendance • Maintain positive communication with whānau/ caregivers
Irregular Attendance	80-89% (absent 5-10 days a term)	<ul style="list-style-type: none"> • The teacher/ office contacts whānau/ caregivers to understand the reasons of absence • The school offers support to address any barriers • Attendance is monitored closely for improvement
Moderate Absence	70-79% (absent 10-15 days a term)	<ul style="list-style-type: none"> • An attendance letter will be issued outlining our concerns and how we can support them • Principal/ Senior Leadership Team may choose to meet with whānau/ caregivers and students to develop a supportive plan • All developed plan will have clear goals and check-ins
Chronic Absence	Less than 70% (absent 15 days or more a term)	<ul style="list-style-type: none"> • A second letter will be issued reiterating our concerns, including all steps • All previous steps will have been documented and a referral is made to the Ministry of Education Attendance Service • The school will work closely with the Attendance Service team and whānau/ caregivers

How to support students attendance back to school

- Students may need a BELIEVE partnership plan
- Students may need access to food (lunch and/or breakfast)
- Students may need assistance with transport
- Students may need a specialised plan to help return them to school (buddy/support person, part days)
- Regular communication with parents/caregivers to build and maintain attendance
- SLT, LSC and classroom teacher to facilitate

Monitoring and measuring progress

- Office staff and teachers will raise concerns about students attendance and carry out appropriate action as per the Stepped Attendance Plan (STAR)
- Attendance data is reviewed weekly by the Principal and Senior Leadership Team to identify students in the Irregular, Moderate, and Chronic Absence categories
- Term attendance data will be analysed at the end of each term by the principal and reported to the Board of Trustees
- Attendance goals and strategic planning around attendance will be reviewed and new goals and plans set at the beginning of every year. They will be stated in the strategic plan and the Stepped Attendance Plan (STAR)
- Attendance is included as part of the end of year report to inform parents



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Attendance Management Plan Summary

In line with the government's target that 80% of students are regularly attending school (at least 90% of the year) by 2030:
 Our 2026 End of Year target is:
65% of students will regularly attend school

2025 attendance data:

Regular Attendance	Irregular Attendance	Moderate Absence	Chronic Absence
57% of students attended regularly	33% of students had irregular attendance	6% of students were moderately absent	4% of students were chronically absent

This target is set out in our school's **Strategic Plan/Annual Implementation Plan**.

Our **Attendance Policy** sets out

- Why attendance is a priority for our school
- Legal requirements about attendance
- Our expectations of students, parents and our school staff

Our **Attendance Procedures** set out

- How we manage attendance in our school
- How we identify concerning attendance
- How we respond to absences

Our school's **monitoring and assurance process** sets out

- How we monitor and review the impact of our actions
- How we give the Board assurance that the school is managing attendance effectively

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

GOOD Good chance of success	WORRYING Less chance of success	CONCERNING Hard to make progress	SERIOUS CONCERN Very hard to make progress
<p>Less than 5 days absence in a school term</p> <p>If your child is regularly attending, you can expect</p> <p>We will stay in regular contact with you about your child's attendance.</p> <p>We will follow up to find out the reason when they aren't at school.</p>	<p>Up to 10 days absence in a school term</p> <p>If your child has some absences, you can expect</p> <p>We will work with you to identify any barriers to attendance.</p> <p>We may provide support to help them catch up and stay on track.</p>	<p>Up to 15 days absence in a school term</p> <p>If your child has many absences, you can expect</p> <p>We will work with you to develop a plan to support their attendance and learning.</p> <p>We will issue a letter outlining our concerns and how we can support them. We may seek the support of the Attendance Service or other agencies to remove barriers to attendance.</p>	<p>15 days or more of absence in a school term</p> <p>If your child has a lot of absences, you can expect</p> <p>We will continue to work with you to implement the plan to support their attendance and learning.</p> <p>We will issue a second letter reiterating our concerns and we will seek support of the Attendance Service or other agencies to support their return to school.</p>

