

# Te Awamutu Primary School Attendance Management Plan

Created December 2025. Next Review Date December 2027

## Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our tamariki.

In the TAPS 2026 Strategic Plan, we aim to “build a sense of belonging through regular attendance (80% of students attending 90% of the term)”.

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

- Expecting regular attendance.
- Having processes and procedures in place for monitoring attendance.
- Ensure the school maintains legal standards in recording all absences.
- Expect and respond to reports based on attendance patterns, challenges and success.
- Delegate responsibility to the Principal to monitor and assess attendance and provide reports to the Board.

## Principal responsibilities

The principal is responsible for:

- In consultation with Senior Leadership; develop and implement a Stepped Action Response Plan (SARP) aligned with the thresholds, to outline supports offered to improve student attendance
- Ensuring that student absence is investigated, responded to and actions taken are recorded according to the threshold steps in the SARP.
- Communicating and ensuring all students, whānau and staff understand the importance of attendance and how TAPS can support it.
- Report to the Board each term on any trends, barriers to attendance and interventions being used to support student attendance.
- Provide a termly attendance report to the TAPS Board showing the analysis of data, trends and narratives.
- The principal will appoint staff and delegate duties so as to enact procedures for non- attending students.

- Team Leaders are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns (second point of contact).
- Senior Leadership and relevant personnel (i.e. Office Staff or LSC) will be kept informed of serious student absence situations.
- Consideration will be given to relevant and meaningful responses to absenteeism that are individually tailored to the child or circumstance. (ie, stationery, uniform, food etc).
- Patterns of attendance and specific interventions being used will be evaluated and the effectiveness of these interventions will be reflected upon.

## Teacher responsibilities

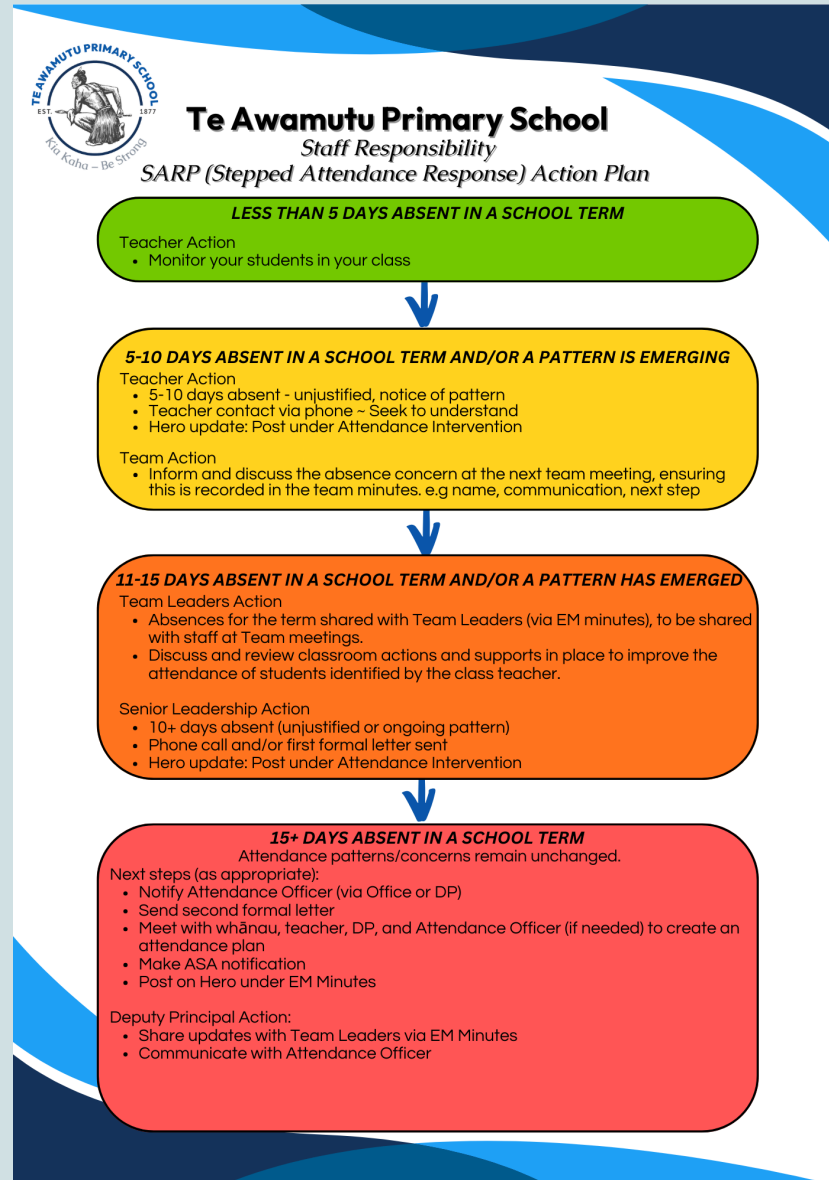
The teachers are delegated with the responsibilities of:

- Taking the roll **accurately** and on time, that is; 9.00 - 9.05am and between 1.35pm - 1.45pm. (If arriving at school after 9.00am students must sign in at the office).
- If a reason for absence has been provided in advance, code accordingly. If a child is out of class on a trip, or elsewhere - apply the applicable code.
- Check to see if a student has signed in at the office, when the child arrives in class late. If they haven't - send them to do so immediately.
- Monitor student attendance, discuss concerns at team meetings. Identify the threshold of absence and follow protocols on the *Stepped Action Response Plan* to know what to do.
- Teachers need to check recorded reasons for absence on Hero to give them an understanding of why a student has been absent.
- The teacher is the first point of communication with parents.
- Teachers should record reasons for absence, when notified by the parent. Use facts, not suggestions or feedback from other students.

## Office responsibilities

- Capture students arriving at school late (that is; after 9.00am)
- Record the correct code/reason for absence. Seek clarity from parents/caregivers if reasons provided are ambiguous.
- Record reasons given, verbatim or via cut and paste.
- Defer to Principal / Senior Management to clarify coding that aligns with the explanation provided (if unsure).
- Receive correspondence through the office email about attendance for overseas travel. Consult with principal for her discretionary approval. Respond in writing.
- Monitor absences of concern and highlight to the Deputy Principal who is delegated with the responsibility of attendance/
- When asked to; communicate with the Local Attendance Officer and then ASA. Keep records of communication.

Procedures to be followed when students are absent:





# Te Awamutu Primary School

## ~ SARP (Stepped Attendance Response) ~

**Less than 5 days absent**  
in a school term

**Whānau Action:**  
Ensure your child attends school every day.

If absent: Let the school know with a valid reason.

**Purpose:**  
To support your child's learning through regular attendance and keep the school informed.

**Support:**  
Establish consistent routines and discuss the importance of attendance with your child.

**5-10 days absent**  
in a school term  
and/or a pattern  
is emerging

**Whānau Action:**  
Work alongside your child's classroom teacher to communicate regular attendance, including any absences.

**Purpose:**  
To maintain regular communication with the classroom teacher to support daily attendance.

**Support:**  
Work with the school to identify any issues and solutions.

**10-14 days absent**  
in a school term  
and/or a pattern  
has emerged

**Whānau Action:**  
Respond to any phone calls or letters from Senior Leadership, and be available to attend a meeting if requested to discuss your child's absences.

**Purpose:**  
This level of concern, requires whānau to work with School Leaders to address absences and improve attendance.

**Support:**  
Access to additional support such as attendance service may be provided.

**15+ days absent**  
in a school term

**Whānau Action:**  
Be aware that the school may refer your child to the Ministry of Education Attendance Service.

**Purpose:**  
This is a serious level of concern, as a referral to the Ministry of Education Attendance Service may occur.

**Support:**  
The situation may now be managed by the Ministry of Education or other government agencies.

### Key Points:

Regular attendance is crucial for your child's learning and wellbeing.

Open communication with the school is essential.

Early intervention helps prevent prolonged absences.

We're here to support you, please reach out any time if you need help.

## Monitoring

The Deputy Principal and Office Staff will maintain reporting of daily attendance data.

The Board will receive termly attendance reporting- including information provided by the Every Day matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the Board's consideration.

School actions in relation to promoting and monitoring attendance will be reviewed yearly as part of our Statement of Variance/Annual Plan.

## Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education \(School Attendance\) Regulations 2024](#)