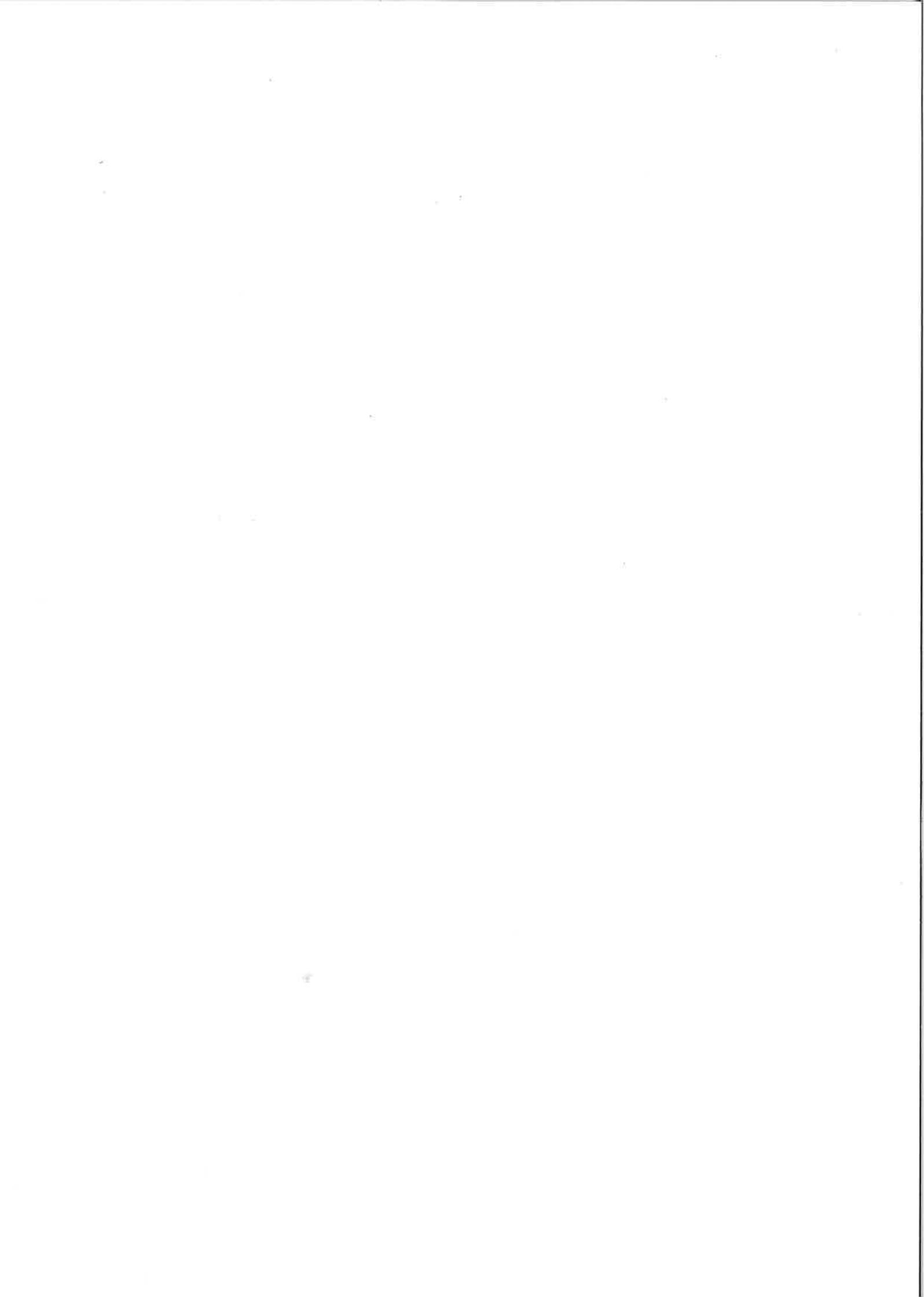




REDOUBT NORTH PRIMARY SCHOOL

**ATTENDANCE
MANAGEMENT PLAN**





Redoubt North School Attendance Management Plan

1. Purpose

To ensure that all students attend school regularly and are fully engaged in their learning. This plan outlines proactive and responsive strategies to manage and improve attendance in accordance with New Zealand Ministry of Education requirements.

2. Legal and Policy Framework

This plan is guided by:

The Education and Training Act 2020

Ministry of Education Attendance Guidelines

The school's policies on student wellbeing, equity, and engagement

3. Attendance Goals

Achieve at least 80% regular attendance for 90% of students by 2030

Identify and support students at risk of chronic absenteeism (less than 70% attendance)

Build strong relationships with whānau (families) to support attendance

Create a school culture that values regular attendance

4. Roles and Responsibilities

Role	Responsibility
Principal	Overall responsibility for implementing the plan, reporting to the Board
Attendance Officer / Administrator	Daily attendance monitoring and record-keeping
Classroom Teachers	Mark rolls accurately twice daily, follow up on absences
Whānau / Parents	Inform school of absences and support their child's regular attendance
Board of Trustees	Monitor attendance data and support policy implementation

5. Procedures

Daily Attendance

Rolls marked in the morning and after lunch using e.g., eTAP

Parents are expected to notify the school of absences

Unexplained absences followed up by the office

Monitoring and Follow-up

Attendance reports generated and reviewed

Students with attendance under 90% are flagged for monitoring or early intervention

Meetings arranged with whānau for students under 80% attendance

6. Interventions and Support

Attendance Level	Response
90–100%	Attendance acknowledged and praised
80–89%	Teacher checks in with student, Office engages with Parents/Whānau – email/phone/messenger
70–79%	Meeting with whānau; attendance plan identifying barriers and action
Below 70%	Referred to Attendance Service if required; wraparound support from pastoral or social services (SwiS/Oranga Tamariki/MSD)

7. Communication with Whānau

Attendance expectations communicated at enrolment/Welcome pack/Prospectus
Regular updates via newsletters, parent-teacher meetings, student reports, School Stream and school events
Encourage open dialogue and remove attendance barriers (e.g., transport, anxiety, Uniform, Stationery, Food, EOTC funding)

8. Incentives and Celebrations

Certificates and praise for improved or excellent attendance
Class or school-wide attendance challenges and rewards
Recognise whānau involvement and effort

9. Data Analysis and Review (MOE)

Termly reports to the Board of Trustees
Data disaggregated by year level, ethnicity, and gender
Annual review of plan effectiveness and updates as needed

10. Resources and External Support

Local Attendance Service (e.g. Attendance Officer, STRIVE, Social Workers in Schools)
Support from iwi, community groups, health professionals, MOE
Ministry of Education guidance and tools: [education.govt.nz](https://www.education.govt.nz)

11. Review Schedule

This plan will be reviewed annually, or sooner if changes in Ministry guidance occur.

Signed _____

Presiding Member

Date _____

2/03/26

Redoubt North School Protocols on Student Attendance

Protocols:

1. Student attendance will be recorded electronically by the class teacher (whether that be the classroom teacher or a release teacher) using the schools Student Management System in the classroom twice a day, at 9am in the morning and 12.45pm in the afternoon.
2. For students who are absent, the class teacher will record the code for the absence, if the reason for the absence is definitely known, or record the absence as a '?' if the reason is not known.
3. Teachers will need to make a note each day of who is absent on their class list inside their blue folder. This will ensure that accurate attendance is known in the case of an emergency evacuation.
4. If a child is late to school, they will report to the school office and the office staff will enter the 'L' code in the Student Management System.
5. Whenever possible, parents/caregivers will be encouraged to advise the school of an impending absence ahead of time. When this is not possible, then parents/caregivers will be asked to inform the school as soon as possible after the event (e.g. by phone on the day of a student's illness, or by note on the first day when the student returns to school).
6. If parents/caregivers advise the school of an absence of five school days or more, and request work to be provided for the student, then the class teacher will make the work available.
7. The following methods of explaining student absences, whether before or after the event, will be accepted from parents/caregivers:
 - a. A phone call
 - b. A face-to-face explanation
 - c. A note
8. When the office staff receive communication regarding a student absence, they will enter the absence code directly into the Student Management System.
9. If the absence remains unexplained or unjustified when the student returns to school, the teacher will seek to obtain an absence note through the student. If a teacher receives communication from a parent/caregiver about an absence, they will change the attendance code in the Student Management System.

The DP's will be responsible for any unexplained absences for their areas of the school. They will monitor these and will call parents to seek reasons where necessary. The office staff will also provide assistance calling parents to seek reasons for absence.
10. If no satisfactory explanation for an absence has been received by the school within a week of the student's return to school, then the DP will record the student as having been truant. (If a satisfactory explanation is subsequently received, then the coding of the absence will be changed by the Deputy Principal - and the change shown in the register).
11. If a student is consistently referred to the DP for 'unjustified absences', the DP will consult with the Principal and then refer the matter to the District Truancy Service.
12. Each week the DP's will review the school's attendance/absence statistics and, where there is a concern, will discuss it with the relevant class teacher, with a view to agreeing on a strategy to deal with the concern. The DP will also analyse the data in terms of gender, ethnicity, year levels etc. and will draw to the attention of the Principal any negative patterns that may emerge, together with a proposed strategy on how to address them.
13. When the id-year and end of year reports are sent to parents/caregivers, the report will identify the attendance record for those students.

14. Information on attendance requirements and absence protocols will be given to parents/caregivers as part of the school's Enrolment Pack. This information will also be placed on the school's website and a reminder notice will be put in the school newsletter at least once a year. If generic problems arise from time to time over student absences, then a further notice about the issue(s) will be put in the school newsletter.
15. In the case of a student who is engaged in learning that is taking place not under the direct supervision of the school, the Principal will use his/her discretion to decide as to whether the student will be marked as present or absent from school. Each case will be taken on its merits.

Paper Copies to be kept:

- Classroom teachers will keep an updated class list in their blue roll folders in case of an emergency evacuation or a problem with the school server. These lists must be changed weekly.
- The office staff will keep full school copies of audit attendance lists for each week and term in the office.
- The DP's will receive weekly attendance lists for their classes once a week.

	Justified absence
	Unjustified absence
	Present for half day calculations

School Code	Reason	Explanation
?	Unknown reason	Temporary code – this is the initial entry for a student not in class and the reason is unknown.
P	Present	Student is in class.
L	Late	Student is late to class.
D	Medical appointment – Dr or Dentist	This code is not to be used for a stay in hospital, where you would use M.
E	Explained but unjustified	The reason does not fit within the school policy e.g. “Molly had to stay at home to look after her brother” or “we went out of town”.
M	Student absent with short-term illness	Student is at home/hospital because of illness or medical reason.
J	Justifiable absence – reason is within the school policy	Unplanned absence such as accident, extreme weather conditions, bereavement, visiting sick relative.
T	No information provided, truant or throw-away explanation	No verifiable explanation or explanation is trivial e.g. “I had to finish my assignment”, “I went to the shops” etc.
Q	Trip	Attending an off-site school-organised activity such as trip/camp.
H	Attending a Health Camp/Regional Health School	The student is not in class but in an approved environment for which the school is entitled to be funded.
G	Holiday in term time	We have been advised that the child will be absent for this reason.
F	Attending an off-site course/class	The student is not in class but is on a legitimate off-site school-based course.

Everyday Attendance Plan



Name: _____ Class _____ Date of Plan _____

CURRENT Attendance _____ GOAL Attendance _____ Date of Review _____

Things AT SCHOOL that make it harder for me to attend:

Things OUTSIDE SCHOOL that make it harder for me to attend:

Attendance is IMPORTANT to me because:

WHO I can talk to at school if I need support:

What I'LL do:

WHEN:

SIGNED:

What my WHĀNAU will do:

What my SCHOOL will do:

GOVERNMENT EXPECTATIONS FOR STUDENT ATTENDANCE

Regular attendance at school is important to your child’s success and there is a clear connection between going to school regularly and doing well in the classroom. Making sure students attend and engage in learning is a shared responsibility. As a parent, you are responsible for making sure your child attends school every day and on time.

If your child is going to be absent for any reason it is essential that you let us know as soon as possible. It is important that you phone us 09-2639060/send us an email office@redoubt.school.nz/message us on our School Stream App to confirm your child’s absence and provide us with the reason. We acknowledge that there are genuine reasons students may occasionally be absent. However, without regular attendance your child will struggle to make progress. If your child is absent regularly, or for extended periods, we will reach out to you to discuss the situation.

We are committed to supporting your child to attend school. If you’re having difficulty getting your child to school, you can ask for support by:

- speaking with your child’s teacher,
- sending us a message on School Stream, or email
- calling us on 09-2639060 and ask to speak to the office staff

We can work with you to develop a support plan that addresses any barriers to regular attendance. More information on attendance, including your rights and responsibilities as parents or caregivers, is available on the Ministry of Education’s webpage: [Attendance](#).

The Government’s target is for **80% of students to attend regularly**, that is to attend school more than **90% of the time**.



We are hoping that a joint parent and school partnership overcoming Barriers to Learning will help our children reach their full potential.

Please contact the school office if we can help in any way to support you.

Jane Milner
Principal