Kaingaroa School

Growing success together: today for tomorrow

Whakatupu ana i te huarahi pai mo naianei me apo

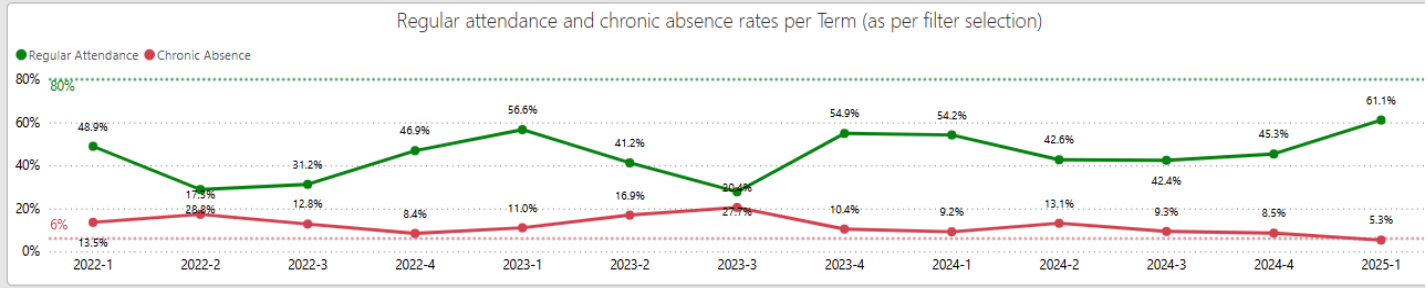
Attendance Management Plan

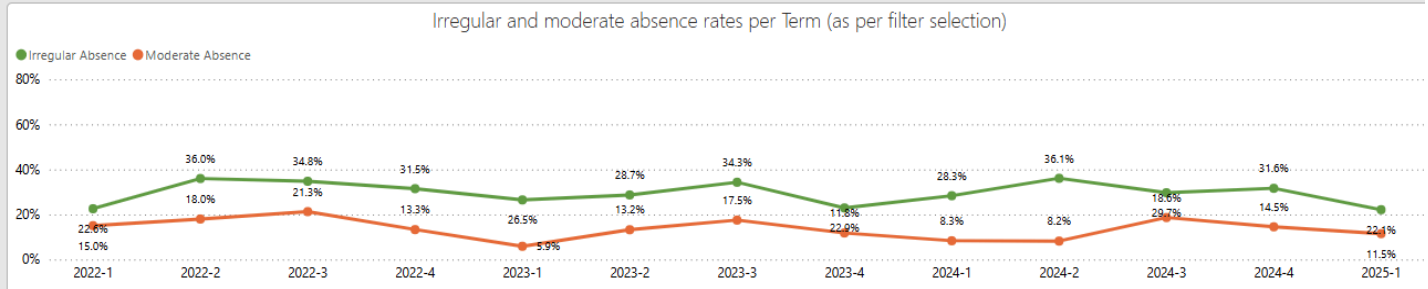
Approval board:27th August 2025	Effective date (Term 1 2026)	Published on (Term 1, 28th January 2026)	Review date (Term 3 2026)

At Kaingaroa School, we aim for all learners to attend regularly so they can engage, achieve, and thrive at school. All students in Aotearoa are legally required to attend school every day when well, and schools are also legally required to have an attendance management plan in place to support this expectation. Our plan has been shaped by the attendance data we have gathered over 2024-2025 and addresses the patterns in this data. This plan aligns with the Government's target for 80% of students to be present for more than 90% of the time. If a student misses one day of school every two weeks,
they will have missed more than a whole year of school by the time they complete year 10 and are therefore ready for the formal qualification stages of their education. Together, school and whānau can build strong attendance habits and attitudes that set every child up for success.

Context- analysis of 2024-2025 attendance data

With consistent high expectations, tamariki at Kaingaroa School enjoy attendance rates that are higher than the local average. T1 2025 Regular Attendance Rate was 61% - well above our average for the region. The chronic absence rate is 5%.
Irregular Absence rate is 22% - this means that when taken together with the Regular Attendance, 83% of Kaingaroa Students are at school more than 80% of the time.





Year	Term	Regular	Irregular	Moderate	Chronic
2024	1	54%	28%	8%	9%
2024	2	43%	36%	8%	13%
2024	3	42%	30%	19%	9%
2024	4	45%	32%	15%	9%
2025	1	61%	22%	12%	5%
2025	2	54%	24%	13%	9%
2025	3	46%	29%	12%	13%

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However, there are still some trends that need attention if we are to reach the Government target of 80% of students attending 90% of the time:

Annual attendance: Annual attendance follows a regular pattern of nearly reaching the target in Term 1, falling during Term 2, falling further or stabilising in Term 3, and then increasing closer to the target in Term 4. This decrease in attendance in Terms 2 and 3 reflects the increase in illness throughout the winter months. There is also an increase in student absence during these terms due to families taking holidays during term time during terms 2 and 3 contributes to the overall absence at Kaingaroa School. Some of our ākonga live primarily with their grandparents and spend extended periods with their parents during school holiday breaks. These transitions can sometimes result in longer absences from school and may affect their readiness to return to the regular school routine.
Monday/Friday absences are 26%, Tuesday and Thursday 23%, and Wednesday 11% absent (Term 3, 2025 data)

Procedures to support attendance

At Kaingaroa School, we follow the procedures below to support and manage student attendance.
These have been developed in response to:
- Our attendance data over the past two years
- Ministry of Education: Every Day Matters reporting
- Stepped Attendance Response (STAR) guidance
- Schoolwide attendance self-review using the Ministry of Education Reference Guide

Recording Attendance	Personnel
1. Every day a child is away, by 9:15 am, parents are expected to notify the school and provide a clear reason for absence. Saying a child is “not at school today” will not be accepted as an explanation and will be recorded as unjustified. Notifying the school can be done by: ● Calling 09 4087 030 or calling/texting 021 104 6119 ● Emailing office@kaingaroa.co.nz	Parents/caregivers Office administrator

2. Every day, classroom roles are marked on eTap by 9:15 am and 1:30 pm. Non-school staff use paper and send these to the office. The office then records the paper roll on eTap. For every student away, the teacher uses the? code. Only office staff can use other codes- this is to ensure accuracy and consistency.	Teachers Office administrator
3. The school monitors daily attendance by checking on any students with a ?. Using parent/caregiver notifications, the correct code is recorded. By 9:20 am, any? Codes still in place are followed up by an absence text. If this is not responded to, a follow-up call from the school may be made. If no explanation message is received, an unjustified code will be recorded until a parent notification is received to say otherwise. Please refer to the tables in Figure A, Attendance Codes and Explanations for further detail.	Office administrator, supported by the principal
Monitoring absence	
Unjustified absence	
If a student is absent for more than 5 unjustified days in a term, the school will consider carrying out an intervention following the STAR plan: ● Send a formal notification and contact the parent/guardian to discuss the reasons for the absences ● Support students to catch up on missed learning where required ● Use in-school resources as appropriate to remove barriers, e.g., provide food or counselling with school staff, address support strategies for parents and teachers for school refusal. If unjustified absence continues for 10 days in a term, the school will: ● Send escalated formal notification to parents ● Hold a meeting to diagnose the reason for absence and to collaborate on a support plan ● Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence ● Use in-school resources as appropriate to remove barriers and request support from the Ministry or other agencies as needed If unjustified absence continues for 15 days in a term: ● Send a warning notice and make contact to arrange a meeting with parents/caregivers	

● Escalate to multi-agency response
● Implement and monitor the improvement plan

When unjustified attendance of 5 days or more persists in subsequent terms, the school will determine at which level of STAR to intervene and seek collaboration with parents/caregivers, depending on the Circumstances.

If the reason for the unjustified absence of more than five days is for a holiday, then upon return, the school will send a formal notification to the parent/caregiver and request that the child not have any more unjustified absences for the year.

Justified absence

Justified absence
Where justified absence is longer than five consecutive days for illness, the school will request a doctor's certificate. Where justified absence from school is more than 10 intermittent days over two terms, the school will notify the parent/caregiver and request a conversation about how best to support wellbeing and attendance.

Attendance Policy and Communications
Once a term, parents and caregivers are reported on about their child's attendance for the year so far, using the eTap attendance calendar. Reporting to the Board: The "Everyday Matters" report is made available to the board each term, and each month, an attendance update is noted in the principal's report to the board. Leadership team: Intervention actions are decided upon receipt of eTap notifications. Intervention actions are initiated to support chronic absence if required. Clear attendance expectations are made for students involved in school-level interventions. Attendance policy: Parents and caregivers have ongoing access to the school-wide attendance policies on School Docs. They're invited to provide feedback about these policies as part of the Board review Process. Parent/caregiver communications: Information about school-wide expectations, procedures, data, and Reminders about attendance are frequently communicated to parents/caregivers/whānau through: ● The school newsletter ● The whānau handbook- updated yearly and given to parents upon enrolment ● Parent-teacher interviews ● This attendance management plan is posted on our website. ● Knowing if your child is well enough to go to school, information is provided to all whānau.

Figure A: Attendance Code and Explanations			
Present Codes			
Present (P)	Late to Class (L)	Board approved off-site learning (Q)	Approved external appointment (D)
The student is present in class.	The student has arrived at school after 8:25 and is in class.	The student is off-site on board-approved activities: School-organised trips, including camps Tutoring when a specialist tutor has been gained for diagnosed barriers to learning (eg, a SPELD diagnosis). Prior permission from the principal must be sought, and the diagnosis must be from a reputable nationwide source. Activities organised through MOE support When students do not return from school activities, parents should inform the school of the reason why, or a T code will be used.	The student is off-site at a short-term appointment: Medical appointment- eg Medical, Dentist, physio Appointment with a social worker, counsellor, or Psychologist Meeting with government agencies Court proceedings Principal-approved learning specialists When students do not return from appointments, parents should inform the school of the reason why, or a T code will be used.
Justified absence			
Explained and approved (J)	Illness medical absence (M)	Exam leave (X)	Stood down or suspended (U)
Explained Family emergencies Bereavement Extreme weather conditions/road closures Competing in	Short illness, injury, or medical event; the student is unable to self-regulate or co-regulate.	Sitting an exam that cannot be arranged out of school hours (eg ballet or music exams)	The student is absent due to a formal stand-down or suspension.

non-school events at a regional or national level (not board-approved) requires prior leave to be sought from the principal. Important cultural events, such as citizenship ceremonies, require prior leave to be sought from the principal. The school determines the duration for which the J code is used. After a period of time at the principal's discretion, the J code may be replaced by an E.			
Unjustified absence			
Truant (T)	Explained but not approved (E)	Holiday during term time (G)	Unknown (?)
The parent or caregiver supplies no reason, or "xx is not at school today".	An explanation has been provided for the student's absence, but it does not meet the school's attendance policy. Examples include: Personal grooming Visiting family or friends Student is avoidably tired- eg after holidays, late nights The student is avoiding school-arranged events such as sports days or special days Birthday celebrations The parent is sick Parent is working away from home Persistent and unaddressed school refusal Attending private coaching, lessons or	The student is on holiday- domestically or internationally.	The temporary code is used when a student's absence is unexplained—replaced by the appropriate code or T after attempts by the school to reach the parent/caregiver have failed.

	outside of school activities (e.g dance or swimming lessons)		