



Attendance Management Plan

Governance Statement, Purpose, and Scope

Purpose:

This Attendance Management Plan (AMP) outlines Kapakapanui School's procedures for managing student attendance, ensuring all students are present and engaged in learning, and adhering to the requirements of the Ministry of Education (MoE).

Board Commitment:

As required by the Education and Training Act 2020 (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:

- having a commitment to support students return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing this attendance management plan on the school's website.

The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded to and actions taken recorded aligned with the thresholds

- ensure all students, whānau and staff understand the processes and procedures that support student attendance
- report to the board on any trends, barriers to attendance and interventions being used to support student attendance
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives.

Attendance Targets and Strategic Goals

Key Objectives

- **Compliance:** Maintain accurate attendance records and provide attendance data to the Ministry of Education each day, as required by the Education and Training Act 2020 and Education (School Attendance) Regulations 2024.
- **Expectations:** Clearly share attendance expectations with students and their parents/caregivers.

Attendance Targets

Kapakapanui School will measure and report on the national measure of **Regular Attendance** (80% of students attending school at least 90% of the time).

Metric	Baseline -2025 Data	Target (2026 End of Year)
Regular Attenders (90%+ Attendance)	62.5% (Average over 4 terms)	70% of students attend 90% or more of the time.
Chronic Absence (Under 80% Attendance)	4.4% (Average over 4 terms)	Reduce the number of students in this category.

Attendance Recording and Monitoring Procedures

Kapakapanui School's procedures ensure all students are accounted for, including for emergency situations.

Recording Attendance

- **Method:** Attendance is recorded as present or absent using Ministry of Education attendance codes.
- **Absence Status:** Absences are recorded as **justified** (e.g., for medical reasons, a funeral or tangihanga, or other approved

reason at the discretion of the school) or **unjustified** (e.g., for an unapproved holiday or other unsatisfactory reason).

- **Staff Responsibility:** Classroom teachers, reliever teachers, learning support staff, and office staff work together to ensure attendance is recorded correctly.

Notification and Justification

- **Parent/Caregiver Duty:** Parents/caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent. A reason for absence must be provided no later than the end of the school week.
- **School Follow-up:** Kapakapanui School will contact parents/caregivers directly if no explanation is provided for student absence.

Principal's Discretion

Under the Education and Training Act 2020 (s 45), the principal may allow a student to be absent from school for up to five days if there is a justified reason. For planned absences, requests must be made to the principal at least one week before the planned event.

Stepped Attendance Response (STAR) Framework

This framework details the school's clear process to identify and respond to student absences, applying different strategies at different thresholds, guided by the [MoE's STAR framework](#). The school monitors absence patterns using the student management system (ETap) and notifies parents/caregivers/whānau of any concerns.

Attendance Status	Attendance Threshold -Approx Days Absent per Term	School Response (Actions/Interventions)
Tier 1: Regular Attendance	95% - 100% (Less than 5 days absent per term)	Reinforcement & Recognition: Positive recognition for regular attendance. Continued daily monitoring for unexplained absences.

Tier 2: Early Warning / Risk of Absence	90% - 94% (Up to 10 days absent per term)	Early Intervention:
		1. Staff Review: Office staff monitor for changes or trends. Staff are encouraged to report concerns to the APs/Principal Principal. Regular reviews at syndicate team hui
		2. Informal Contact: Teacher/School makes an informal phone call/email to check-in and outline attendance expectations.
Tier 3: Concerning Absence	80% - 89% (Up to 15 days absent per term)	Intensive Intervention:
		1 School Review: Discuss school programmes with relevant staff to better meet the needs of students at risk of disengagement.
		2. Data Analysis: Analyse attendance data for patterns of absence.
		3. Formal Meeting: Meeting with students and their parents/caregivers to discuss patterns and strategies for improving attendance.
		4. Internal Referral: Referred to the SLT, SENCO, Art Therapy, or Attendance Service Referral: Refer students with extended or persistent absences to Attendance services.

Tier 4: Chronic Absence	Below 80% (15+ days absent per term)	External Agency Support:
		1. School Review: Discuss school programmes with relevant staff to better meet the needs of students at risk of disengagement.
		2. Attendance Service Referral: Refer students with extended or persistent absences to Attendance services.
		3. Board Review: The Board may appoint an attendance officer who has authority to follow up absences.

Addressing Barriers and Monitoring

Identifying and Responding to Attendance Barriers

Kapakapanui School takes all reasonable steps to ensure students attend school. Intervention strategies, especially at Tiers 3 and 4, will focus on identifying and addressing the underlying causes of non-attendance (e.g., health, financial hardship, transport, or disengagement).

Monitoring and Review

- **Office Role:** The school office is responsible for checking and updating attendance information (e.g., due to students arriving late or going home early) and coordinating with relevant staff.
- **Teachers/APs-**Frequent review of attending data and patterns
- **MoE Data:** The school monitors and reports data collected by the MoE, including the proportion of students who attend regularly, students with five or more full days of unjustified absence in a term, and unexplained absences at the end of each week.
- **Review:** This plan will be formally reviewed as scheduled, with the next review currently set for **Term 3 2026**.