



Te Kura o Takaro

Te Kura o Takaro Attendance Management Plan

Approval	Date approved by board	Published on	www.takaro.school.nz
Effective Date	3rd February 2026	Review Date	16.12.26

Our Attendance Objectives:

Regular attendance at primary school is a crucial foundation for a child's educational, social, and emotional development. While it may seem that missing a day or two here and there is not a big deal, extensive research consistently demonstrates that even minimal absences can have a significant and lasting negative impact. The importance of attendance is rooted in the fact that it is a key driver of academic achievement, future success, and overall well-being.

Te Kura o Takaro understands the importance of attendance and this has been a key goal in our strategic and annual plans for the last few years. With support from iwi, local agencies, ROCK ON and local school connections. This will be an on-going area of improvement.

It is important to note that there is tension between a national attendance policy, and the context of our school:

- Our school community is an ethnically diverse one in a socioeconomic area where the cost of living is impacting mental health and day to day management of homes.
- Some of our families are very transient. Some leave and return in the same year if not 2 years.
- A number of our families are from non english speaking backgrounds. They often head overseas to go home for a month at a time. The language barrier to explain the attendance process can hinder the process.
- Medical leave is high and often medical certificates are hard to gain with often a 2 week wait for a doctor appointments.
- Students often leave and do not enrol in a new school immediately which then has adverse effects on our overall attendance.

Strategic Goal: All students will be attending school regularly.

All students attending 90% of the time school is open.

Implementing streamlined monitoring systems that optimise efficiency, with active participation from all stakeholders.

Annual Plan: All students attending 54% of the time school is open.

Attendance Policy:

Children aged 6 to 16 years old (and enrolled 5-year-olds) are required to attend school every day. To increase regular attendance rates across Aotearoa, New Zealand our government has set a National Attendance Target that by 2030, 80% of students are present for more than 90% of the term. In their eyes;

- Over the 90% threshold is deemed good or *regular attendance* (>5 days absent per term)
- In the 80-90% threshold is deemed worrying or *moderately absent* (>10 days absent per term)
- In the 70-80% threshold is deemed concerning or *chronically absent* (>15 days absent per term)
- Less than 70% threshold is deemed *serious concern* (<15 days absent per term)

As a SchoolDocs school, we follow their Student Attendance policy [here](#) and their Attendance Procedures [here](#).

The Current Situation:

Historically, Te Kura o Takaro attendance ranges between 37% - 59% regular attendance. Our current attendance snapshot (as at Term 2, 2025) is:

- 108 (49%) students attend **regularly** (+90%) *Compared to 40% in Term 2, 2024*
- 51 (23%) students have **irregular attendance** (80-90%) *Compared to 29% in Term 2, 2024*
- 28 (13%) students have **moderate attendance** (70-80%) *Compared to 20% in Term 2, 2024*
- 35 (16%) students have **chronic absence** (Below 70%) *Compared to 12% in Term 2, 2024*

43% of recorded absences are because of illness often without medical certificates

31% Truant/ Unexplained

2% of them are due to family holidays.

4% of them are accepted, but not justified (as per our attendance policy)

20% are explained and approved.

Attendance Management Procedures

- At enrolment all families are taken through our attendance procedures. If during the information gathering stage attendance concerns come up, another hui is held with whānau to discuss our expectations and processes.
- We monitor attendance on a daily basis and use Musac Edge (our Student Management System) to collect the data and notes.
- Text messages are automatically sent daily to truant students, any unanswered texts are rung by 9.30am and a note recorded.
- Communicate to all parents/whānau on our attendance goals above, their obligations and our current update via the fortnightly pānui, Facebook and email.
- Every 4 weeks communicate with individual whānau whose attendance is of concern. Letters are sent in accordance with the ROCK ON process - Letters 1 and 2 sent with the hope a hui will find solutions to increase attendance.

- If no communication from ROCK ON letters 1 & 2, then letter 3 is sent via the Community Police to encourage communication with the school and a plan to increase attendance.
- Community ROCK ON hui attended twice a term.
- 5 families monitored by our Highbury Whānau truancy support team (ENGAGE) once they reach Step 3, 70% or less attendance. They ring the school once a week to see if the students on their caseload have been that week, a home visit is done to support re-engagement with school.

Monitoring and Measuring Progress:

Daily/ Weekly

- Whānau are sent texts daily if their child is absent
- Data is checked by admin after 9.15am and 1.30pm roll
- Whole school data is checked at the end of each day and week to update codes and check text responses
- Drill down attendance twice a month
- For chronic absence a fortnightly check will be done
- Kaiako to ring their students when they notice consecutive days truant, as first port of call

Monthly we will:

- Those on ROCK ON data will have their attendance updated and moved through the 3 letter system and discussed at the ROCK ON hui.
- The outcome of the letters would be a whānau hui to make a plan moving forward.
- Those on monitoring will be assessed over time to see if they stay on monitoring for another term or they are withdrawn.
- If a child has 4 consecutive days non-attendance - an Attendance Service Application (ASA) referral will be put through for Truancy to follow up.
- Those monitored by the ENGAGE service will also be added to the ASA portal

Yearly we will:

- Report attendance data to the Board of Trustees, Senior Leaders and staff using the Ministry of Education 'Every Day Matters' reports, as they are supplied to us as well as twice a term via the Principal report
- Key features of the the Everyday Matters report will be added to the newsletter
- Review our School Docs policies and procedures, in line with our regular Policy Review Schedule.
- Monitor and evaluate internal procedures once a term and adjust as necessary
- Attendance is one of our Strategic and Annual plan goals which are reflected on regularly by Senior leadership, the Board of Trustees and staff.

Attendance codes and how we use this:

P - Present

T - Truant

M - Medical/ Illness (after 3 days needs a medical cert then moves to E)

E - Reason known but not it is not a justified reason to miss school

G - Holiday during term time

Q - Board approved learning offsite

D - Approved external appointment

J - Explained and approved

L - Late to class

N - Present but out of class at an approved event e.g sports, cultural event, counsellor

U - Stood down/ Suspended

Communicating with Whānau/ Incentives

- Fortnightly pānui with best attendance by class and year group. As well as lowest attendance by class and year group.
- Phone calls for the chronically absent students made by a Senior Leader for an update and reminder of our processes
- Facebook posts reminding of our goal and regular updates on where we are at
- ROCK ON and reminder letters sent each month
- Attendance data shared at all whānau hui and events
- 2025 weekly Prezzy card draw on a random day for whānau to collect
- Weekly prize draw for students 90% or more (5-6) winners a week and 2 for Principal lunch
- 2025 Termly scooter draw
- 2026 - termly class reward for highest attendance, dojo dollars for the highest year group

Term 2 Data 2025

Regular 49%	Irregular 23%	Moderate 13%	Chronic 16%
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Term 2 Data 2026 Goal

Regular 54%	Irregular 18%	Moderate 13%	Chronic 15%
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What will success look like:

Success would look like an increase in Regular/ Good Attendance, whereby more of our tamariki are attending regularly. The category where the most positive shift could be made is with the Worrying/ Irregular Attendance - reducing this category would have a positive impact on Regular/ Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these tamariki and whānau with Worrying/ Irregular Attendance.

Rationale for 5% increase. From **Term 2, 2024 to Term 2, 2025** we went from **23% to 29%** which shows this is a realistic increase based on the effective strategies and focus on Regular attendance.

The long term realistic goal for 80% students attending 90% of the time will be:

2026 - 54%

2027 - 59%

2028 - 64%

2029 - 69%

2030 - 74%



Te Kura o Takaro - Stepped Attendance Plan



1

Good

5 days absent
a term - 90%

- Attendance monitored every 4 week
- Facebook and newsletter updates fortnightly
- All whānau taken through process on enrolment
- Regular updates of parent contact details - min 2 emergency local contacts
- Teachers contacting whānau as first port of call

2

Worrying

10 days absent
a term - 80%

- Attendance monitored every 4 week
- Reminder notice sent home - stating %, full week present and ROCK ON process
- Phone call home to support whānau back to regular attendance.
- Monitoring - acknowledging improvement

3

Concerning

15 days absent
a term - 70%

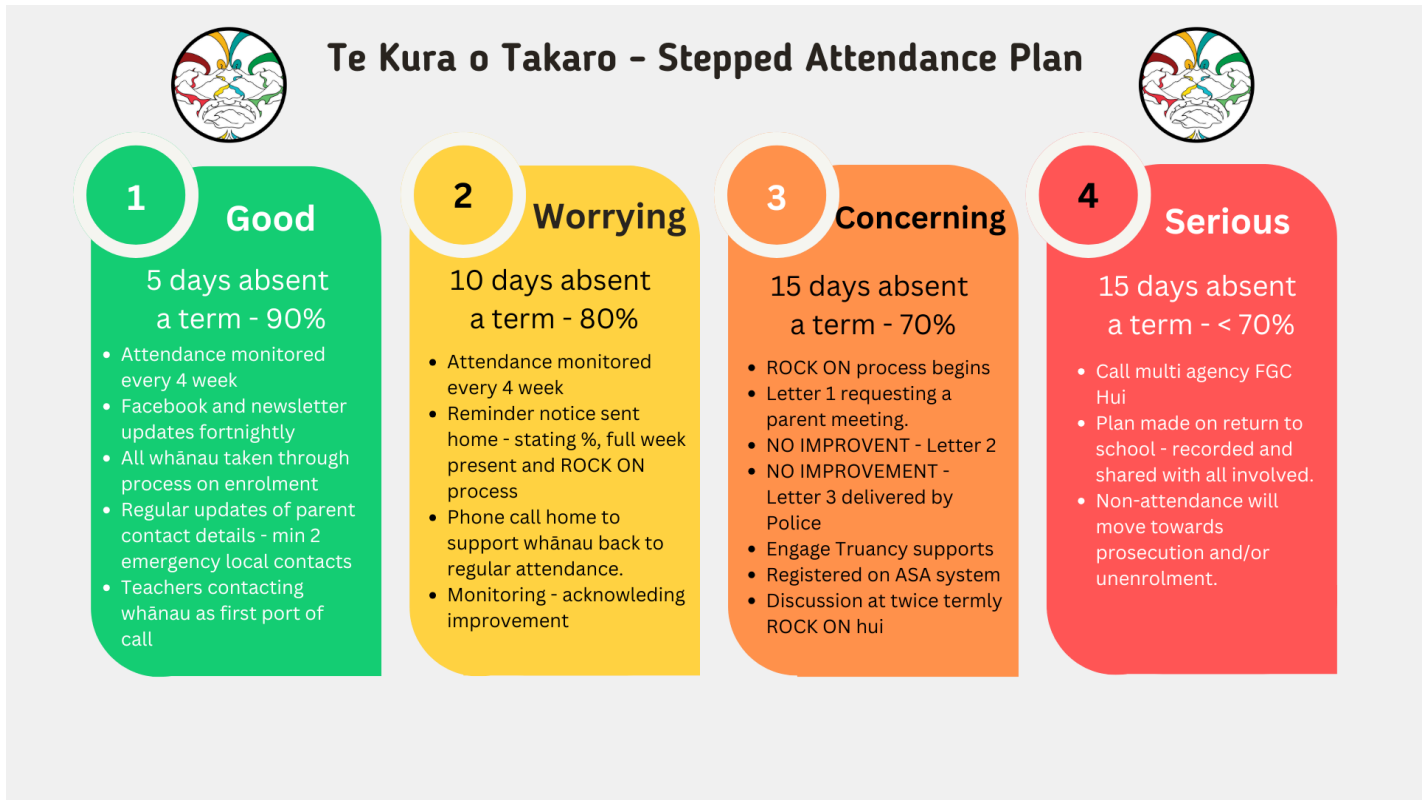
- ROCK ON process begins
- Letter 1 requesting a parent meeting.
- NO IMPROVEMENT - Letter 2
- NO IMPROVEMENT - Letter 3 delivered by Police
- Engage Truancy supports
- Registered on ASA system
- Discussion at twice termly ROCK ON hui

4

Serious

15 days absent
a term - < 70%

- Call multi agency FGC Hui
- Plan made on return to school - recorded and shared with all involved.
- Non-attendance will move towards prosecution and/or unenrolment.



You are now at STEP _____

Your child/ children _____ have missed _____ days of school.

Please read the above attendance plan to ensure you understand the process we must follow to improve student attendance.

After 20 days of non-attendance, truancy services and the Ministry of Education are alerted and your child/children have to be removed from the school roll.

If absence continues you will move to the next step.

Please contact the school if you would like to have a meeting, we would love to support your whānau in improving student attendance.

Nāku Noa

Te Kura o Takaro Board of Trustees