



AWHITU DISTRICT SCHOOL

Attendance Management Plan

Adopted by the Awhitu District School Board Term 4 2025 and effective from: Term 1, 2026
Review cycle: Annual or upon regulatory updates

1. Purpose

This Attendance Management Plan sets out Awhitu District School's approach to identifying and responding to student absences. The plan supports improved engagement, equity, and wellbeing for all students, and aligns with the Ministry of Education's Stepped Attendance Response (STAR).

2. Roles and Responsibilities

Attendance Officer (Office Administrator):

Monitor eTAP daily, follow up on unexplained absences, communicate with caregivers, maintain accurate records, liaise with teaching staff, and coordinate referrals to Franklin Attendance Services with the Principal and Learning Support Coordinator(LSC).

Classroom Teachers:

Accurately mark rolls on eTAP and paper-based roll (by 9am and 1:30pm) daily, report concerns, keep caregiver notes, respond to attendance snapshots.

Principal:

Approve extended leave, manage serious attendance concerns, oversee referrals to Franklin Attendance Service(FAS), initiated by the Attendance Officer & Learning Support Coordinator.

Caregivers:

Notify school of absences via phone, app, website or email

Office Administrator:

Enter relievers' rolls, print and file reports, manage morning and afternoon checklists

3. Attendance Monitoring Process Daily Monitoring (AM & PM)

- Teachers mark attendance in eTAP by 9:00am and again in the afternoon by 1:30pm.
- Late arrivals sign in via Vistab (auto-synced to eTAP). A subgroup in eTAP automatically populates from Vistab with students who have signed in late. Caregivers of these students receive a text notification about their child's late arrival.
- Attendance Officer checks 'Status Today' and unexplained absences.
- Text sent to caregivers for any unexplained absences: *"Notification that ~PUPILNAME is marked absent without explanation today. Please contact the school as soon as possible to inform us of the reasons for ~PUPILNAME's absence. Regards, Awhitu District School."*
- Follow-up phone call if no response within a reasonable time.
- If still no response, an email is sent.
- All communications and codes are recorded in eTAP.

Lateness:

- Caregivers of students who sign in late are sent an automated lateness notification (via the late arrivals subgroup in eTAP populated from Vistab).
- If a student is late six or more times in a term, a formal email is sent to caregivers outlining the pattern of lateness, its impact on learning, and expectations for improvement.

4. Stepped Response to Absence (STAR-Aligned)

Level Threshold & Action:

Tier 1: 0–4 days absent per term: *Monitor; no action if justified*

Tier 2: 5–9 days absent: *Teacher checks in with student; Attendance Officer emails caregiver*

Tier 3: 10–14 days absent: *Attendance snapshot shared with teachers; Principal / LSC notified; phone call to caregiver*

Tier 4: 15+ days or patterns of concern: *Formal letter sent; referral to Franklin Attendance Service (FAS); support meeting with whānau and LSC.*

Chronic absence: Ongoing poor attendance across terms:

Board advised; Individualised Attendance Plan; external support agencies engaged (FAS Officers (Franklin Attendance Service))

5. Responding to Specific Absence Types

P – Present

L – Late to class

A – Alternative provision

V – Unsupervised exam study

N – Present but out of class

Q – Board-approved off site learning

D – Approved external appointment

X – Exam leave

J – Explained and approved

M – Illness / Medical absence

U – Stood down or suspended

T – Truant

E – Explained but not approved

G – Holiday during term time

? – Unknown reason (temporary)

After 3 days of sickness, a medical certificate or further explanation is requested.

6. Communication with Whānau

- Whānau can notify the school via:
 - School app or website form
 - Phone (voicemail) or Txt
 - Email: absentees@awhitu.school.nz
- Caregivers are contacted via:
 - Text (automated via eTAP)
 - Follow-up call
 - Email (if no response)

Lateness Follow-Up:

(As noted previously)When a student is late six or more times in a term, the school will send a formal email to caregivers outlining the pattern of lateness, its impact on learning, and expectations for improvement.

7. Review and Publication

- This plan will be reviewed annually by the principal, Learning Support Coordinator (LSC) and the board, or earlier if required by changes to Ministry regulations.
- The plan will be published on the school website by Term 1, 2026