



STRATEGIC PRIORITIES

Regular school attendance is vital for the success and wellbeing of our tamariki. Attending school every day supports our tamariki to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki should be absent for **no more than one day a fortnight** to ensure that they can have continued success at school.

At Windley School, our approach to attendance is guided by our school values—Tautokona, Manaakitanga, and Whanaungatanga. Our attendance plan aligns with the Ministry of Education’s Stepped Attendance Response, providing a clear process for monitoring, supporting, and improving attendance. This ensures that every child has the opportunity to thrive and reach their full potential.

BOARD RESPONSIBILITIES

As required by the Education and Training Act 202 (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

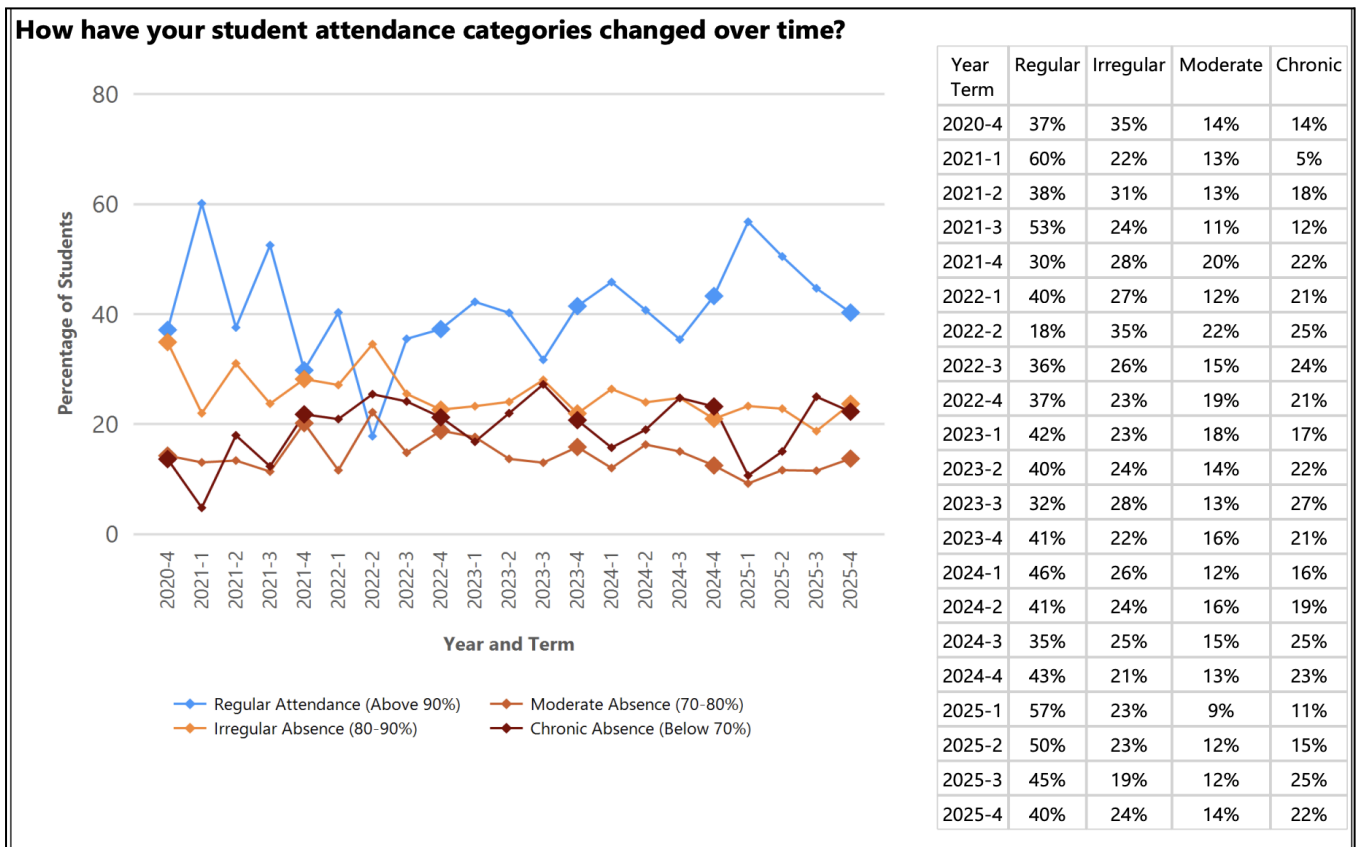
PRINCIPAL RESPONSIBILITIES

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 too and actions taken recorded aligned with the thresholds
- ensure all students, whanau 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

BASELINE DATA INFORMING OUR ATTENDANCE MANAGEMENT PLAN



DATA SHOWING AVERAGE OVER FOUR TERMS			
	2023	2024	2025
REGULAR Above 90% - 100%	39%	41% Increase 2%	48% Increase 7%
IRREGULAR 80% - 90%	24%	24% No change	22% ↓2
MODERATE 70% - 80%	15%	14% ↓1	12% ↓2
CHRONIC Below 70%	22%	21% ↓1	18% ↓3

SCHOOL TARGETS	
Annual Target for 2026	<ul style="list-style-type: none"> ● Increase the proportion of students attending school regularly from 48% in (2025 baseline) to an average of 60% in 2026. ● Reduce the number of students chronically absent by 10%. ● Reduce the number of students arriving late.
Annual Target for 2027	65%
Annual Target for 2028	70%
Strategic Plan and Annual Implementation Plan	<p>Our Attendance Management Plan falls under the school's Strategic Plan and Annual Implementation Plan under:</p> <ul style="list-style-type: none"> ● Strategic Goal 2: Our Curriculum, Our Environment, Annual implementation plan Goal 2.2.

What does success look like?

Success for us is not only measured by increasing the proportion of students who attend school regularly. A key area where the greatest positive impact can be made is reducing the number of students in Tier 2, which in turn will improve Regular/Good Attendance rates.

Success for us means significantly reducing the number of students in Tier 3 & 4 levels of chronic absenteeism. It also means supporting these students and their whānau to improve attendance, increase engagement, and provide the tailored support they need to thrive at school.

The Government has set a target of 80% of students attending school for more than 90% of the term (regular attendance) by 2030. While our data shows steady improvement, continued and focused effort will be required to ensure we remain on track to achieve this target within the expected timeframe.

PROCEDURES/SUPPORTING DOCUMENTATION

Attendance management Procedure that aligns with - Stepped Attendance Response (STAR)

Attendance Strategy

We believe regular attendance is critical to student wellbeing and achievement. Our school promotes a culture where attendance is valued, monitored, and supported through strong relationships, clear communication, and proactive interventions.

Attendance Expectations

- Students are expected to attend school every day, unless they are unwell or unable to attend for a legitimate reason.
- Students should arrive at school on time and ready to learn.

SCHOOL PROCEDURES

School responsibilities

Our School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with children and whānau and staff are responsible for reminding our community of these expectations.

Attendance Codes

We follow the Ministry of Education guidelines for attendance codes below to ensure consistent and accurate recording of student attendance. These codes help track the reasons for absence and support monitoring of attendance patterns to inform learning and wellbeing strategies.

Present <ul style="list-style-type: none">● P: Physically present in class● L: Late within school thresholds● A: In alternative provision● V: Engaged in onsite exams/study● N: Temporarily out of class at school● D: In an appointment● Q: Engaged in Board approved offsite learning	Justified Absence <ul style="list-style-type: none">● M: Away sick● U: Stood down/suspended● X: Offsite study for exams● J: Principal approved
UnJustified Absence <ul style="list-style-type: none">● ?: Unknown reason● T: Absent without permission● G: Holiday during term● E: Explained but not principal approved	

Procedures for Recording Attendance

1. Teachers must take the roll accurately and promptly at the start of each class. Use the correct attendance codes as defined above.
2. Ensure all attendance data is entered into the school's student management system (SMS).
3. For unexplained absences, initiate follow-up procedures immediately. Contact parents/caregivers to determine the reason for absence.
4. Refer persistent absenteeism cases to Principal and Deputy Principal, to determine the next level of support.
5. Maintain clear and accurate records of all attendance-related communication and interventions. (SMS)

Addressing Attendance

- Attendance is recorded daily using Ministry-approved codes.
- The Principal and Senior Management Team review absences and repeated lateness each week.

Lateness

- Students must sign in at the office when late.

- Teachers record lateness in the register.
- Follow-up for repeated lateness:
 - Teacher reminder and discussion with student
 - Contact parents/caregivers to identify barriers
 - Develop an attendance plan if needed
 - Refer to leadership for further intervention

Absences

- Justified absences: Illness, medical appointments, or principal-approved reasons.
- Unjustified absences: Unexplained absences, term-time holidays, or unapproved absences.

Holidays during term

- Family holidays taken during school term time will be recorded as unjustified.

Support and Communication

- The school works closely with families to overcome any barriers to attendance.
- Regular communication between teachers, whānau, and school leaders supports consistent attendance and student success.

Parent/Whānau Responsibilities

Whānau play a vital role in supporting their child to attend school regularly (Education and Training Act, s244). We appreciate your partnership in helping our tamariki thrive. We ask whānau to:

1. Let the school know as soon as possible if their child will be late or absent on the day.
2. Whenever possible, arrange appointments or trips outside of school hours or during school holidays.
3. Work with us to address any attendance concerns, so we can support your child's learning and wellbeing.
4. Notify the school on the day of any absences before 9.00am using one of the following methods:
 - a. Free Phone: 0800 115 153
 - b. Skool Loop App
 - c. Email: Office@windley.school.nz
 - d. Text 027 246 6765

Principal Responsibilities

The principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students.

Senior leaders are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by the pastoral team/SLT termly to review outcomes and effectiveness of these interventions

Teacher Responsibilities

1. Roll to be taken by the *Teacher* **BEFORE** 9.05am.
2. Any child who arrives late. to school is to report to the office to sign in.
3. Should a child arrive in class after the roll has been taken, ask if they have reported to the office. If they haven't, they **MUST** report to the office.
4. Afternoon roll must be taken **BEFORE** 1.40pm.
5. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
6. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance to inform the Office.
7. Check-in with whānau during break times

Office Administrator/ Attendance Administrator Responsibilities

1. The Office (Attendance Administrator) checks the texts, emails, skool loop, checks messages on the answerphone, and takes phone calls of absences in the morning.
2. The Office (Attendance Administrator) checks all classes' attendance on ETAP from 9.05am.
3. Any children marked with a ? are then followed up by the Office/ Attendance Administrator :
 - a. a text (ETAP SMS) is sent out to all children who are marked with an ?
 - b. When replies are received, the Office (Attendance Administrator) updates the absence with the appropriate code.
 - c. If no reply is received, the child is marked as Truant.
4. The Office (Attendance Administrator) will check the afternoon roll from 1.40pm.

Attendance Team Responsibilities

- Meet weekly to monitor progress toward the school's attendance goals and Annual Implementation Plan.
- Monitor daily attendance and identify patterns of absence or repeated lateness.
- Communicate with students, whānau, and staff about attendance issues.
- Assist families in addressing barriers to attendance.
- Work with school leadership to implement strategies that improve attendance.
- Support the staff in the implementation of the plan

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in the student management system.

Windley School - Stepped Attendance Response

Below is our stepped attendance response for responding to individual student absence.

	Whānau	School
<p>Tier 1 Good Attendance</p> <p>Less than 5 days absence in a school term</p>	<ul style="list-style-type: none"> Let us know if you're child is absent on the day Encourage your child to attend school every day Reinforce good attendance habits Follow school attendance management plan and procedures 	<ul style="list-style-type: none"> Communicate with whānau about every absence Maintain contact details of all parents Provide students with regular updates on their own attendance Report regularly to whānau on attendance
<p>Tier 2 Worrying Attendance</p> <p>Up to 10 days absence in a term</p>	<ul style="list-style-type: none"> Return student to regular attendance Contact school to discuss reasons for absence and impact on learning Support student to catch up on missed learning Engage in supports offered If you need support let us know 	<p>"Let's Check In"</p> <p>Contact parents to discuss reasons for absence and impact on learning</p> <ul style="list-style-type: none"> Support student to catch up missed learning where required Use in-school resources as appropriate to remove barriers, eg: SENCO/SE coach
<p>Tier 3 Concerning Attendance</p> <p>Up to 15 days absence in a term</p>	<ul style="list-style-type: none"> Return student to regular attendance Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan Implement strategies at home 	<p>'We need a plan'</p> <ul style="list-style-type: none"> Contact parents to escalate concerns We'll organise a meeting with whānau to talk about attendance. Work with the school to create a plan, get support, and review progress to help your child attend regularly.
<p>Tier 4 Serious Concern Attendance</p> <p>15 days or more absence in a term</p>	<ul style="list-style-type: none"> Return student to regular attendance Participate in regular meetings Engage in the support offered to improve attendance. 	<p>'Working with others' Referral</p> <ul style="list-style-type: none"> Contact parents to inform of escalated response Request support from Attendance Service or other agencies as needed Participate in multi-agency response Monitor and review progress send positive messages home Social emotional coach

MONITORING

The principal will maintain reporting of daily attendance data.

The board will receive termly attendance reporting- including information provided by the Every Day matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration.

LEGISLATIVE COMPLIANCE/LEGISLATION

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education \(School Attendance\) Regulations 2024](#)

Reviewed: February 24 2026	Next review: November 2026
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