IQRA SCHOOL

Iqra School Attendance Management Plan

At Iqra School, we have clear procedures for recording and monitoring attendance. We work to identify and follow up on any attendance concerns. We make sure students and their families are aware of the attendance expectations, and our staff are responsible for reminding students about these expectations. You can find more information about our attendance procedures below.

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.

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 is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

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

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.

Reporting Absence

If your child is going to be away for the day due to sickness, an appointment or any other reason, please notify the school as soon as possible by using the Skool Loop app.

There is an "Absentee"' icon on the homepage of the app

1. Click on the "Absentee" icon
2. Complete the information requested
3. Click "Submit Absence" and you're done!

If you cannot access the Skool Loop app, you can email **admin@iqra.school.nz** or **Phone: 09-825 0041** - you can leave a message at any time.

School Follow Up on Absence

The office staff, responsible for day to day attendance follow up, will follow up on unreported absences as follows:

- **9:00 AM - 9:35 AM:** If we haven't received an update about your child's absence, we'll send a reminder via text message.
- This message will be resent 1 more time if we don't hear back from you.

- **10:30 AM:** If we still haven't received an update, we'll try to reach you by phone. If we're unable to connect, a voicemail will be left—please check your voicemail inbox.
- **11:30 AM:** If we haven't heard from you by this time, we will mark the absence as "Truant" (T – Unjustified). For more details on truancy, please see the information below.

Attendance Goals (Ministry of Education)

Attendance is closely monitored and categorised into four subgroups.

Good attendance: students with over 90% attendance

- Missing fewer than five days of school in a standard 10-week term

Worrying absence: students with more than 80% and up to 90% attendance

- Students missing 5 – 10 days of a standard term

Concerning absence: students with more than 70% and up to 80% attendance

- Students missing 10 – 15 days of school in a term

Very Serious Concern absence: students 70% attendance or less

- Students missing 15 or more days of school in a term

Our classroom teachers and office staff regularly monitor attendance patterns and will reach out to families to offer support in maintaining consistent attendance. If these patterns persist, the Principal will contact the family and if necessary Attendance West (external attendance agency).

Lateness

We understand that mornings can be busy, but it's important for students to arrive on time. Starting the day on time helps them get settled and prepared for their day of learning. When students are late, it can be harder for them to catch up on important routines that help them stay organised throughout the day. Regular lateness can build up over time and affect their learning progress and confidence. We appreciate your support in helping your child arrive on time.

School Hours

Monday to Friday: 8.30am - 3.30pm

Leaving School Early

For safety reasons, students must follow the correct procedures when leaving school during the day. Parents or guardians need to sign their child out in person at the reception, using the VISTAB system. The reason for leaving must be clear and specific. If the reason doesn't meet our criteria for a justified absence (see below), it will be marked as E (Explained but not approved).

To make the most of their time in class, students will stay in class until a parent or guardian arrives. Once on site, the student will then be called to the reception.

Please also remember that only adults listed in our Student Management System are authorised to pick up your child. If someone not listed in the system will be picking up your child, please call the office at 09-825 0041 to inform us.

Overseas Travel During Term Time to visit family

Under section 36 (2) of The Education & Training Act 2020, every school Board must take all reasonable steps to make sure students attend school when it is open. Schools (boards, principals and individual teachers), along with parents and guardians, are responsible for making sure students attend school regularly.

According to Ministry of Education guidelines, student leave/absence can be justified or unjustified.

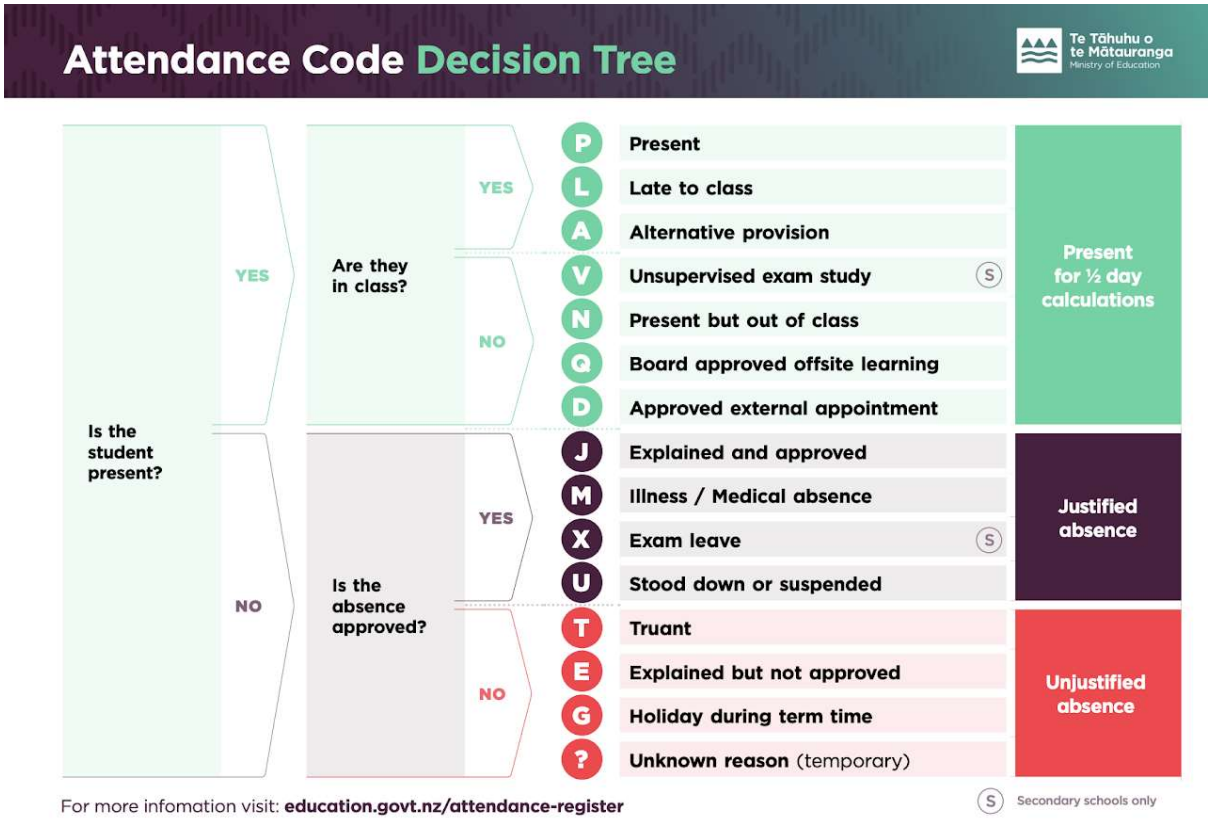
Iqra School board requires that justified leave may be for overseas travel to visit family up to three weeks during the school term. Please submit the form **Request for Student Leave During Term Time- Application** no less than one week prior to travel. If your overseas travel to visit family is more than three weeks your application may be declined or else be brought to the Board of Trustees to be considered.

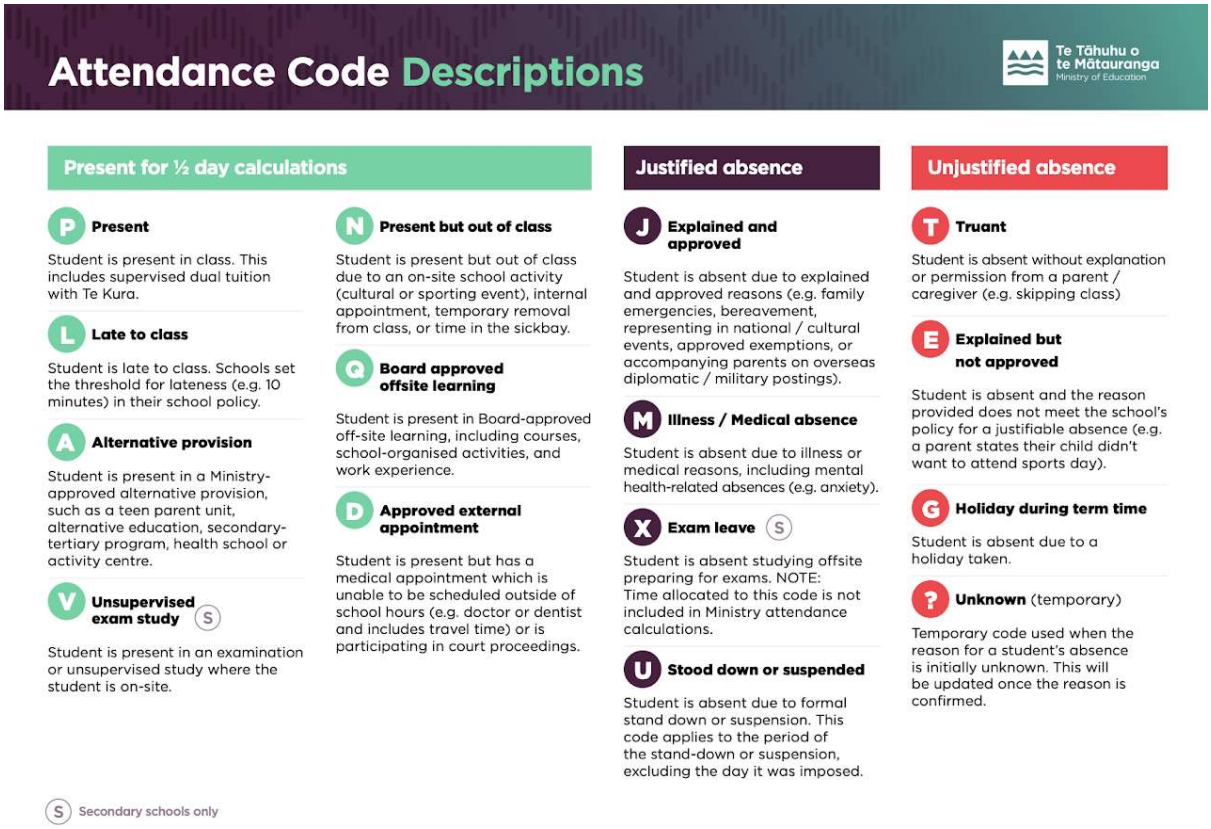
Recording Attendance

We record student attendance using specific codes. Absences can be either justified (e.g., for medical reasons) or unjustified (e.g., for an unapproved holiday or other reasons). These are noted in our attendance register. For more details, please refer to the **"Attendance Code Resource"** guide from the Ministry.

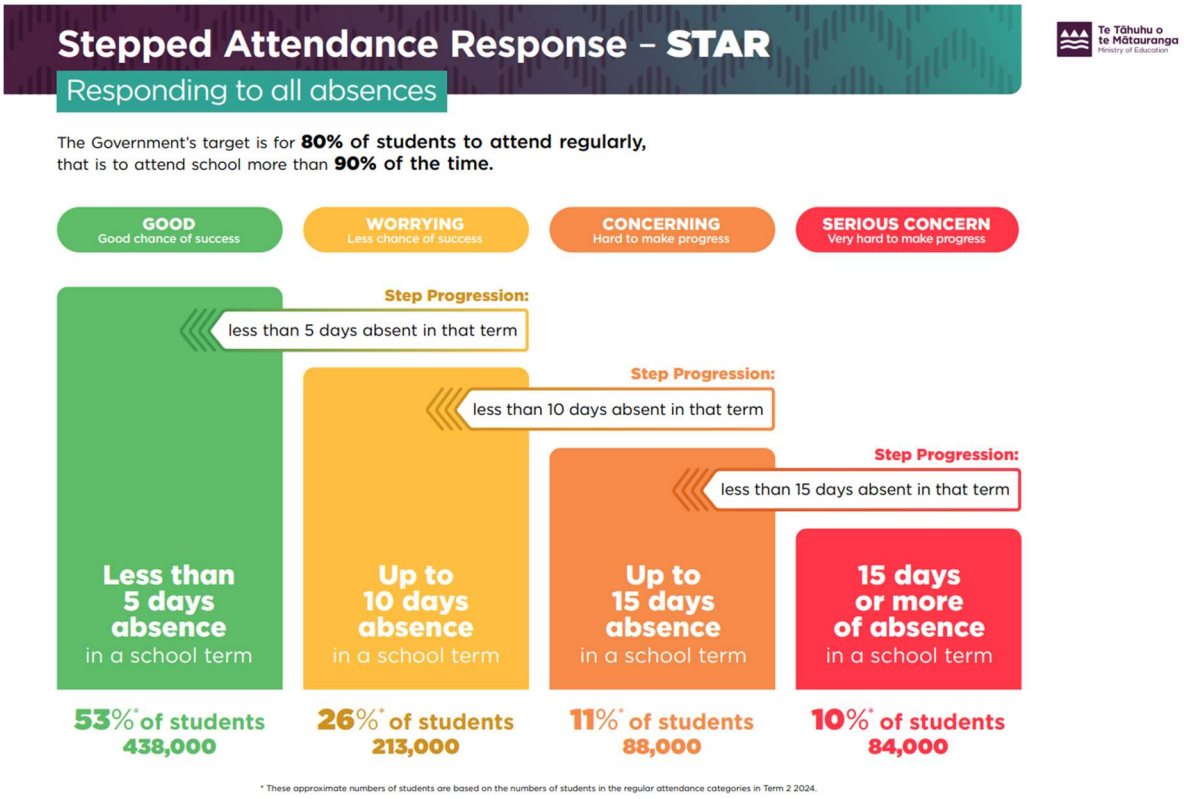
Supporting Documentation

Below are the attendance codes used at Iqra School





The Stepped Attendance Response (STAR) sets expectations for school, student, parent/guardian, Ministry of Education and broader system responses to student absence. It provides a series of activities that should be considered when students meet absence thresholds. For example there is no communication with the school or the child is absent for explained but not approved reasons. The actions taken will be tailored to the reasons for absence, for example a student with a chronic illness will require tailored support for their education. The activities include considering prosecution for absences if appropriate support is offered and not taken up.



Legislative compliance/ Legislation

Education and Training Act 2020
Education Attendance rules
Education (School Attendance) Regulations 2024