RATAPIKO SCHOOL ATTENDANCE MANAGEMENT PLAN

Approval	Approved at Board Mtg	Published on	www.ratapiko.school.nz
Effective Date	2nd February 2026	Review Date	22nd April 2026 (beginning Term 2)

Overarching attendance objectives and 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 (regular/good attendance). 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 Ratapiko School our school vision of Whaia Kia Tutuki underpins our approach to attendance - every tamaiti striving to their potential. Our Stepped Attendance Response outlines our process for monitoring, supporting and improving attendance - so every tamaiti can strive to be the best they can be.

Baseline Data informing our Attendance Management Plan

Data collected from the 2025 school year.

Regular/Good Attendance	Worrying/Irregular Attendance
44 %	37 %
	Concerning/Moderate Attendance
	11 %
	Very Concerning/Chronic Attendance
	8 %

What would success look like?

Success would look like an increase to 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.

Annual Target

Regular/Good Attendance	Worrying/Irregular Attendance
44 % ↑10% **54%**	**37 % ↓10%** **27%**

Rationale for 10% increase: We are setting an aspirational target to move at least 10% (3 children) from Worrying/Irregular Attendance to Regular/Good Attendance.

We aim to increase Regular Attendance by 10% every year until 2030, which would meet the government target of 80% of children attending 90% of the time by 2030.

Sub Target

Targeting administrative/procedural improvements and Senior class attendance improvement

- Removing (?)Unknown/Temporary reasons from reporting
- Reduce Friday low attendance from 73% to above 80% (on par with other weekdays)
- School closed days be recorded as closed rather than absent/low/no attendance
- Senior class regular attendance improved (years 5-8), no regular attendance recorded for Term 3 2025
- Reporting from EDGE improved to meet board requirements, enabling effective target setting.

Attendance Policy

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

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 at Ratapiko School attend when it is open for instruction (Education and Training Act 2020 s36).

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act s24). Whānau are expected to:

- Notify the school as soon as possible if their child is going to be late or absent. 10 minutes in the threshold
- Arrange appointments and trips outside of school hours or during the school holidays, where possible
- Work with the school to manage attendance concerns

Further supporting information can be found in our school docs website.
https://ratapiko.schooldocs.co.nz/index.htm?toc.htm?3375.htm?zoom_highlight=attendance

Attendance Management Procedures

Attendance Expectations

We regularly communicate with our tamariki and whānau about attendance expectations, consisting of:

- Kōrero at Learning Conferences
- Mid-year and End of Year attendance percentage to be recorded on School Reports
- Kōrero on enrolment
- Facebook reminders
- Phone calls with whānau when needed

Recording Attendance

These are the attendance codes used in New Zealand, and at Ratapiko School: Attendance code tree.

Kaiako [Teacher] Responsibilities

1. Roll to be taken by the Akomanga Kaiako **BY** 9.10am.
2. Should a tamaiti arrive in class after the register has been taken, the kaiako amends the attendance code.
3. Afternoon roll must be taken **no later than** 1:30pm
4. 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.
5. 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 (through the Roll on EDGE) to inform the Office.

Office Responsibilities

1. The Office Manager checks the texts and emails and takes phone calls of absences in the morning.
2. Any children that are not present at roll call, kaiako and/or office manager to follow up with whanau/caregivers.
    a. a text/phone call is sent out to all parents of children who are marked with an ? - an answer must be obtained by 10am-as much as possible.
    b. When replies are received, the kaiako/Office Manager updates the absence with the appropriate code.
    c. If no reply is received (by lunchbreak), the child is marked as Truant.

Whānau Responsibilities

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- notify the kura as soon as possible if their tamaiti is going to be late or absent on the morning of absence or before the day of absence.
- Arrange appointments or trips outside of kura hours or during school holidays where possible
- Work with us (kura) to manage attendance concerns

Monitoring Practices

Every week, the Principal will:

- check patterns of attendance
- check for any erroneous coding
- follow up on Truant codes if no communication has been had with the whānau
- adhere to the STAR thresholds

The Principal will:

- report attendance data towards the end of each term to the School Board, including attendance data at the code level
- provide a termly attendance EDM and EDGE report to the School Board showing the analysis of data, trends and narratives
- adhere to the STAR thresholds
- review the plan termly after considering the Every Day Matters Report
- Include attendance data with student reports.

Absence Thresholds in reaction to the Stepped Attendance Response (STAR)

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term	**Up to 10 days absence in a term**	**Up to 15 days absence in a term**	**15 days or more absence in a term**
Whānau	**Whānau**	**Whānau**	**Whānau**
• Ensure student attends every day they are able • Reinforce good attendance habits • Support other whānau to reinforce good attendance habits • Follow school attendance management plan and procedures	• Return student to regular attendance • Contact school to discuss reasons for absence and impact on learning • Support student to catch up on missed learning where required • Engage in supports offered	• 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	• Return student to regular attendance • Engage in support plan • Participate in regular meetings

Kura	Kura	Kura	Kura
• 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 of their child • Support student: • attending school • to continue learning if unable to attend school every day, including using MOE approved wellbeing or transitional plans, or health schools where appropriate • to access other education pathways where appropriate	• Contact parents to discuss reasons for absence and impact on learning • Support student to catch up missed learning where required • Use in-school resources as appropriate to remove barriers, eg: counsellor, alternative timetables, PB4L	• Contact parents to escalate concerns • Hold meeting to analyse reasons for absence and to collaborate on a support plan • Develop and implement a support plan tailored to the reasons and circumstances around the child's absence • Use in-school resources as appropriate to remove barriers and request support from Attendance Service or other agencies as needed	• Contact parents to inform of escalated response • Request support from Attendance Service or other agencies as needed • Participate in multi-agency response • Maintain implementation and monitoring support plan • Undertake school-led prosecution, or request MOE led prosecution, when considered appropriate if supports are offered and not taken up • Unenroll if student will not be returning to school

Communicating with Whānau

Ongoing communication with whānau about attendance expectations and follow up, is critical to lift attendance expectations.

In relation to STAR, our kura may use the Ministry of Education resource Communicating with parents about attendance to support communication with whānau and if required, escalation of attendance concerns.