

ATTENDANCE MANAGEMENT PLAN



At Mākara Model School, we aim for all learners to attend regularly so they can engage, achieve and thrive at school. All students in Aotearoa are legally required to attend school every day when they are well, and schools are also legally required to have an attendance management plan in place to support this expectation. Our plan has been shaped by the attendance data we have gathered over 2024-2025 and addresses the patterns in this data. This plan aligns with the Government's target for 80% of students to be present for more than 90% of the time. If a student misses one day of school every two weeks, they will have missed more than a whole year of school by the time they complete year 10. Together, school and whānau can build strong attendance habits and attitudes that set every child up for success.

Context- analysis of 2024-2025 attendance data

Percentage of students with regular attendance (over 90% attendance)

	2024	2025
1	82%	72%
2	52%	58%
3	31%	60%
4	66%	

Annual attendance: Annual attendance follows a regular pattern of higher attendance in Term 1, falling during Term 2, falling further or stabilising in Term 3 and then increasing in Term 4. This decrease in attendance in Terms 2 and 3 reflects the increase in illness throughout the winter months. There is also an increase in student absence during these terms due to families taking holidays during term time during terms 2 and 3.

Reasons for Absence

	Term 4 2024	Term 1 2025	Term 2 2025	Term 3 2025
Illness	51%	65%	84%	63%
Holiday	22%	14%	3%	19%
Justified	11%	12%	4%	10%
Unjustified	15%	8%	9%	6%

Holiday and unjustified absence: Parents taking students out of school for family holidays during term time is a major contributor to overall absence at Mākara Model School. While we acknowledge that overseas travel and family time can provide valuable experiences, these absences are unjustified under Board policy and the law. Holidays can be conducted during school break time.

Procedures to support attendance

At Mākara Model School, we follow the procedures below to support and manage student attendance. These have been developed in response to:

- Our attendance data over the past two years
- Ministry of Education: *Every Day Matters* reporting
- Stepped Attendance Response (STAR) guidance
- Schoolwide attendance self-review using the Ministry of Education Reference Guide

Recording attendance

1. Every day a child is away, by 9:00 am, parents are expected to notify the school and provide a clear reason for absence. Saying a child is “not at school today” will not be accepted as an explanation and they will be contacted for an acceptable reason. Notifying the school can be done by:

- Using the attendance button on HERO
- Calling 04 4769522
- Emailing office@mms.school.nz

Personnel

Parents/caregivers
Office staff

<p>2. Every day, classroom rolls are marked on HERO by 9:15 am and 1:00 pm. Non-school staff use paper rolls and send these to the office. The office then records the paper roll on HERO. For every student away, the teacher uses the ? code.</p>	<p>Teachers Office staff</p>
<p>3. The school monitors daily attendance by checking on any students with a ?. Using parent/caregiver notifications, the correct code is recorded. By 9:20 am, any ? codes still in place are followed up by a phone call. If this is not responded to, a follow-up call from the school cell may be made. If no explanation message is received, a T (truant) code will be recorded until a parent notification is received to say otherwise. Please refer to the tables in Figure A Attendance Codes and Explanations for further detail.</p>	<p>Office staff, supported by the principal</p>

Unjustified absence

If a student is absent for more than 5 unjustified days in a term, the school will consider carrying out an intervention following the STAR plan:

- Send a formal notification and contact the parent/guardian to discuss the reasons for the absences
- Support students to catch up on missed learning where required
 - Use in-school resources as appropriate to remove barriers, e.g. provide food, or counselling with school staff, address support strategies for parents and teachers for school refusal.

If unjustified absence continues for 10 days in a term, the school will:

- Send escalated formal notification to parents
- Hold a meeting to diagnose the reason for absence and to collaborate on a support plan
- Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence
- Use in-school resources as appropriate to remove barriers and request support from the Ministry or other agencies as needed

If unjustified absence continues for 15 days in a term:

- Send a warning notice and make contact to arrange a meeting with parents/caregivers
- Escalate to multi-agency response
- Implement and monitor the improvement plan

When unjustified attendance of 5 days or more persists in subsequent terms, the school will determine at which level of STAR to intervene and seek collaboration with parents/caregivers, depending on the circumstances.

If the reason for the unjustified absence of more than five days is for a holiday, then upon return, the school will send a formal notification to the parent/caregiver and request that the child not have any more unjustified absences for the year.

Justified absence

Where justified absence is longer than five consecutive days for illness, the school will request a doctor's certificate.

Where justified absence from school is more than 10 intermittent days over two terms, the school will notify the parent/caregiver and request a conversation about how best to support wellbeing and attendance.

Attendance Policy and Communications

Parents and caregivers have access to their child's attendance data on the HERO app.

Reporting to the Board: The "Everyday Matters" report is made available to the board each term, and an attendance update is noted in the principal's report to the board.

Leadership team: Intervention actions are decided upon receipt of HERO notifications. Intervention actions are initiated to support chronic absence if required. Clear attendance expectations are made for students involved in school-level interventions.

Attendance policy: Parents and caregivers have ongoing access to the school-wide attendance policies on School Docs. They're invited to provide feedback about these policies as part of the Board review process.

Parent/caregiver communications Information about school wide expectations, procedures, data and reminders about attendance is frequently communicated to parents/caregivers/whānau through:

- The school newsletter
- The whānau handbook- updated yearly and given to parents upon enrolment
- Parent-teacher interviews
- This attendance management plan will be posted on our website.
- [Knowing if your child is well enough to go to school](#), information is provided to all whānau.

FIGURE A: Attendance Code and Explanations

Present codes			
Present (P)	Late to class (L)	Board approved off-site learning (Q)	Approved external appointment (D)
The student is present in class	The student has arrived at school after 9:05 am and is in class.	<p>The student is off-site on board-approved activities:</p> <p>School-organised trips, including camps</p> <p>Tutoring when a specialist tutor has been gained for diagnosed barriers to learning (eg a SPELD diagnosis). Prior permission from the principal must be sought, and the diagnosis must be from a reputable nationwide source.</p> <p>Activities organised through MOE support</p> <p>Nature Connect- with prior approval from the principal.</p> <p><i>When students do not return from school activities, parents should inform the school of the reason why, or a T code will be used.</i></p>	<p>The student is off-site at a short-term appointment:</p> <p>Medical appointment- eg Medical, Dentist, physio</p> <p>Appointment with a social worker, counsellor, or psychologist</p> <p>Meeting with government agencies Court proceedings</p> <p>Principal-approved learning specialists</p> <p><i>When students do not return from appointments, parents should inform the school of the reason why, or a T code will be used.</i></p>

Justified absence			
Explained and approved (J)	Illness/medical absence (M)	Exam leave (X)	Stood down or suspended (U)
<p>Explained Family emergencies</p> <p>Bereavement</p> <p>Extreme weather conditions/road closures</p> <p>Competing in</p>	<p>Short illness, injury, or medical event; the student is unable to self-regulate or co-regulate.</p>	<p>Sitting an exam that cannot be arranged out of school hours (eg ballet or music exams)</p>	<p>The student is absent due to a formal stand-down or suspension.</p>

<p>non-school events at a regional or national level (not board-approved) requires prior leave to be sought from the principal.</p> <p>Important cultural events, such as citizenship ceremonies, require prior leave to be sought from the principal.</p> <p><i>The school determines the duration for which the J code is used.</i></p> <p><i>After a period of time at the principal's discretion, the J code may be replaced by an E.</i></p>			
---	--	--	--

Unjustified absence			
Truant (T)	Explained but not approved (E)	Holiday during term time (G)	Unknown(?)
<p>The parent or caregiver supplies no reason, or "xx is not at school today".</p>	<p>An explanation has been provided for the student's absence, but it does not meet the school's attendance policy. Examples include:</p> <ul style="list-style-type: none"> Personal grooming Visiting family or friends Student is avoidably tired- eg after holidays, late nights The student is avoiding school-arranged events such as sports days or special days Birthday celebrations The parent is sick Parent is working away from home Persistent and unaddressed school refusal Attending private coaching, lessons or outside of school activities (e.g dance or swimming lessons) 	<p>The student is on holiday- domestically or internationally.</p>	<p>The temporary code is used when a student's absence is unexplained—replaced by the appropriate code or T after attempts by the school to reach the parent/caregiver have failed.</p>