



EVERY SCHOOL DAY COUNTS

Visualising the Attendance Management Plan for St Andrews Primary School

Our School's Attendance Target

Our goal is to ensure every student has the best opportunity to learn and succeed. We are aiming for at least 90% of all student attendance to be justified, meaning they are present or have a valid reason for absence.

90%
Justified Attendance

Understanding Absences





To meet our target, it's important to understand what counts as a 'justified' absence versus an 'unjustified' one. Justified absences are approved by the school for valid reasons, ensuring students don't miss out on learning unnecessarily.

What is a Justified Absence? ✓

-  **Illness or Medical Appointments:** Keeping our school healthy. A medical certificate may be requested after 5 days.
-  **Bereavement or Tangi:** Supporting whānau during difficult times.
-  **Significant Cultural or Family Events:** With prior arrangement and approval from the Principal.
-  **School-Related Activities:** Representing the school in sports, EOTC, or cultural events.
-  **Exceptional Circumstances:** As approved by the Principal for unique situations.

What is an Unjustified Absence? ✗

These are absences without a valid reason, or where the school hasn't been notified within 24 hours. Examples include:

-  Staying home without a valid reason
-  Shopping or non-essential family outings during school hours
-  Overdue explanations for absence
-  Persistent or habitual unjustified absence from school (truancy)

Our 3-Tiered Approach to Support

We use a structured, supportive approach to help students and whānau with attendance. Our goal is always to understand any barriers and work together on solutions, providing more targeted support as needed.

Tier 1: Universal Support (All Students)

This is our foundation. We focus on creating a positive and welcoming school climate, clearly communicating our expectations, and celebrating good attendance to encourage everyone.

Tier 2: Targeted Support (Emerging Concerns)

If a student's attendance drops below 90%, or regular lateness or a pattern of absence emerges, we take action. This involves personal contact with whānau to understand the situation and create an informal plan together.

Tier 3: Intensive Support (Persistent Concerns)

For ongoing issues where attendance is below 85%, we arrange formal meetings. We collaborate with whānau and may involve external support agencies to provide comprehensive help and, if necessary, make a referral to truancy services.

We are all in this together!

Parents/Caregivers



Notify the school by 9:00 AM on the day of absence and work with us to address any concerns.

School Staff



Accurately record attendance, follow up on absences, and foster a positive learning environment.

Students



Attend school every day, on time, and be ready to learn and engage with the community.

School Board



Oversee and review the Attendance Management Plan, and receive attendance data reports.

Our Daily Process & Communication

A Typical School Day



1. Attendance Recording: Teacher records attendance at the start of the morning and after lunch.



2. Unexplained Absences: If a student is absent without notice, the principal is alerted.



3. Contact Home: The office contacts parents/caregivers via text or phone to check in and get an explanation for the absence.

*This is a summary of the St Andrews Primary School Attendance Management Plan.
Let's work together to achieve our goals!*