

Rangiuru School

Attendance Management Plan

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1. Our Commitment to Attendance

This Attendance Management Plan outlines how Rangiuru School supports regular and consistent attendance for all ākonga. It aligns with the Education and Training Act 2020 and the Ministry of Education's Stepped Attendance Response framework, ensuring early identification of concerns, a consistent response, and shared responsibility for supporting attendance.
As a small rural kura near Te Puke in the Western Bay of Plenty, we know our students and whānau well. Attendance at Rangiuru School is not just about being present. It is about belonging, wellbeing, learning, and ensuring every child has equitable access to opportunities to thrive.
Grounded in the values of whanaungatanga, manaakitanga, ako, and kaitiakitanga, we work in partnership with whānau and relevant agencies to uphold our duty of care and support every learner to succeed.

Our guiding principles are:

- Whānau Partnership: We believe that strong, trusting relationships with our students, their families, and the wider community are the foundation of good attendance.
- Early Intervention: We will act promptly and compassionately when a student's attendance begins to decline, addressing barriers before they become chronic issues.
- Community Collaboration: We will work with local agencies, community groups, and the Ministry of Education to provide holistic support for our students and their families.
- Celebration: We will celebrate and acknowledge good and improved attendance to reinforce its importance and value.

2. Legal Responsibilities

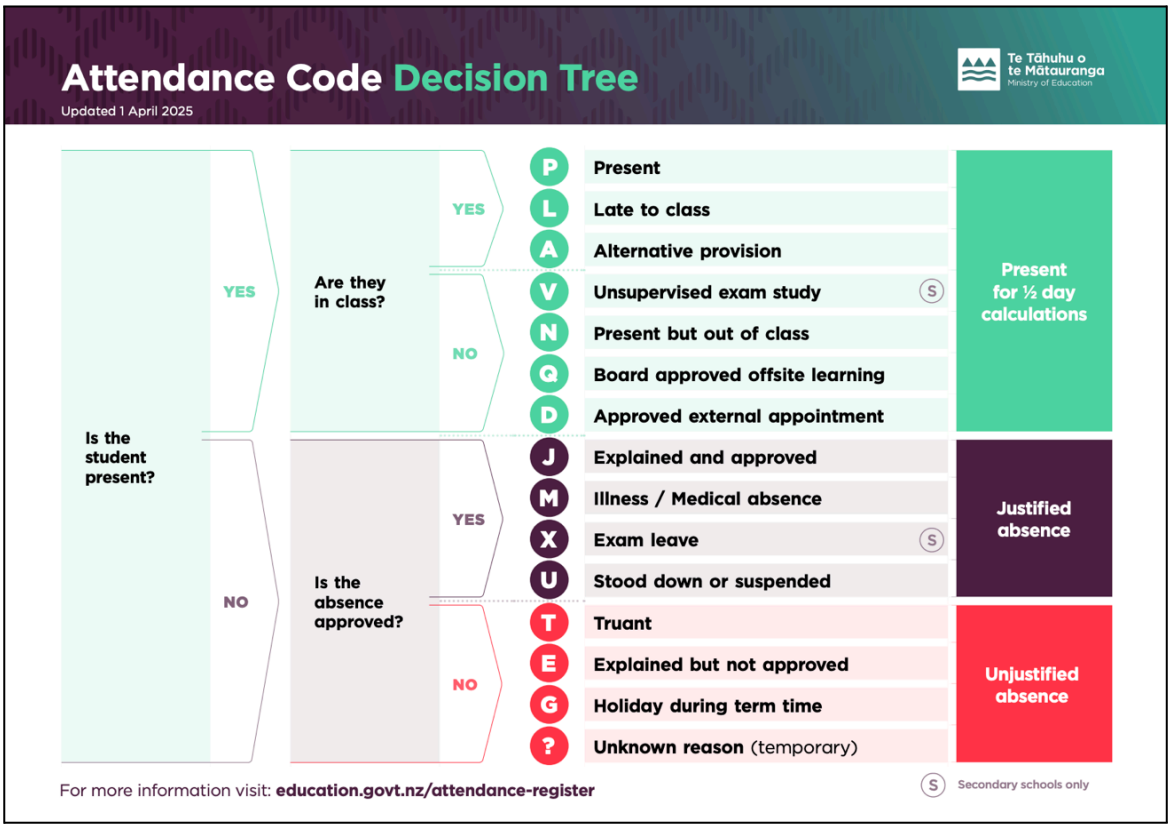
Under Sections 35 and 36 of the Education and Training Act 2020, all children between 6–16 must be enrolled and attend school regularly unless exempt. Rangiuru School Board and staff take all reasonable steps to ensure this occurs. We maintain accurate attendance records and follow MOE requirements for data reporting and archiving.

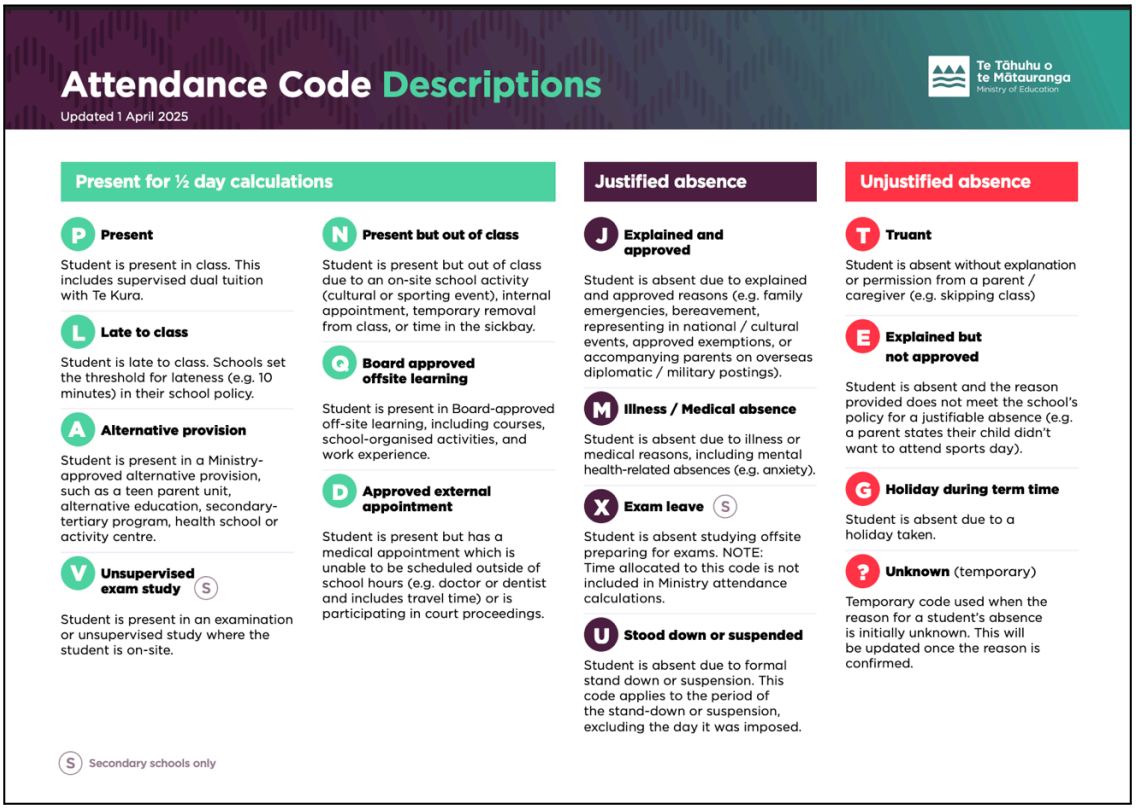
3. Attendance Codes

The Attendance Rules 2025 require schools to use Ministry-approved attendance codes to record student attendance. The attendance codes and guidance are designed to support schools and the Ministry to:
• distinguish between presence, justified absence and unjustified absence
• provide high-level indicators to support monitoring of trends and patterns
• support school attendance activities e.g. tracking the location of students.

Attendance codes are not intended to record causal factors for absences such as transport barriers, bullying, anxiety, birthdays, or teacher practice. It is not practical for codes to record this level of granularity. This information is recorded on our SMS by office staff e.g. type of illness, and exact reason for being absent so we can analyse trends and patterns for this student and our school.

Application of codes are based on the following:





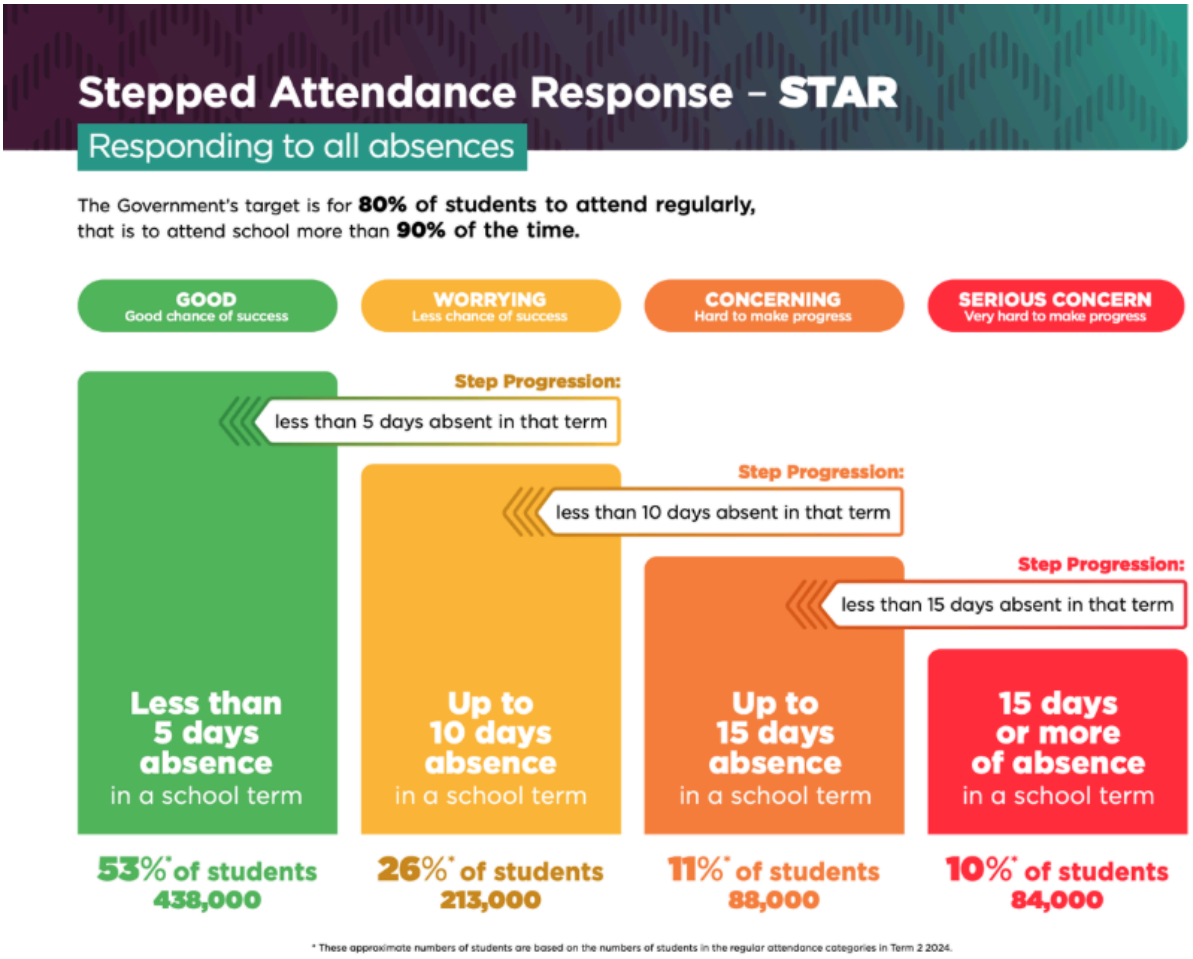
4. Roles and Responsibilities

Role	Responsibility
Board of Trustees & Principal	● Set strategic goals ● Ensure legal compliance ● Allocate resources ● Oversee the implementation and regular review. ● Ensure the plan is published on the school's website. ● Set an annual attendance target for the school.
Principal	● Lead the implementation of the plan and provide professional development for staff. ● Monitor school-wide attendance data and trends. ● Act as the primary contact for moderate and chronic absence cases. ● Liaise with the Ministry of Education Attendance Service and other support agencies.
Teachers	● Record attendance accurately at the start of each morning and afternoon session. ● Build strong relationships with students and whānau. ● Act as the first point of contact for students with irregular absences.
Administration Staff	● Record and update absence notifications daily. ● Contact parents/caregivers on the first day of an unexplained absence. ● Maintain accurate contact details for all students.
Whānau/Caregivers	● Ensure their child attends school every day, unless they are unwell. ● Notify the school promptly of any absence. ● Work in partnership with the school to address any attendance concerns.

5. Attendance Monitoring

- Rolls marked twice daily using HERO SMS.
- Absences followed up
- Weekly analysis to identify trends or triggers
- Termly reporting to Board and MOE
- Attendance history transferred when students enrol/leave

6. Stepped Attendance Response (STAR) Framework



We use a tiered approach (detailed below) to identify and respond to student absences based on the above Stepped Attendance Response Plan - STAR

Attendance Category	Definition	School Response
Regular Attendance	90% or more (absent 0-4 days a term)	**Tier 1 – Universal Support:** ● Teachers maintain positive communication with whānau. ● Clear expectations communicated at enrolment, start of year, and termly ● Absences followed up the same day. ● School-wide strategies promote belonging, engagement, and hauora **Responsibility:** Teachers, Office Admin, Principal
Irregular Attendance	80%-89% (absent 5-9 days a term)	**Tier 2 – Targeted Support:** ● The office contacts whānau to understand the reasons for absence. ● The school offers support to address any emerging barriers (e.g., transport, uniform). ● Attendance is monitored closely for improvement. **Responsibility:** Principal,Teachers,Whānau
Moderate Absence	70%-79% (absent 10-14 days a term)	**Tier 3 – Intensive Support:** ● Principal meets with whānau and students to develop a supportive plan. ● The plan may involve connecting the family with community resources. ● Support plan co-developed to address underlying issues ● We may seek the support of the Attendance Service or other agencies to remove barriers to attendance ● Request for medical certificate may be made **Responsibility:** Principal, Teachers, Whānau, Attendance Service or other agencies
Chronic Absence	Less than 70% (absent 15 or more days a term)	**Tier 4 – Referral:** ● All previous steps have been documented and a formal referral is made to the Ministry of Education Attendance Service. ● The school continues to work closely with the Attendance Service and whānau. ● Formal warning letter may be issued. Responsibility: Principal, Whānau, Attendance Service

7. Procedures for Absence Notification and Follow-up

Daily Attendance Recording

- Teachers will mark the electronic attendance register for all students by 9:10 am each morning and 1:50 pm each afternoon.
- Attendance will be submitted daily to the Ministry of Education.
- The school is using the refreshed set of attendance codes as required by the Ministry.

First-Day Absence Follow-up

- If a student is marked absent without a prior explanation, office staff will contact the student's primary caregiver via phone call or text message by 10:30 am.
- If the caregiver cannot be reached, alternative contacts may be tried.
- Unexplained absences that remain unresolved by the end of the school day will be coded as 'E' (Explained and unjustified) or 'T' (Truancy), based on the situation and prior communication. We will avoid leaving any '?' codes on the register.

Absence Notification by Whānau

- Whānau are expected to notify the school of an absence by 9:00am on the day of the absence.
- This can be done via phone call to the school office at 07 5737035 or text the school mobile: 027 417 7085 , email to office@rangiuru.school.nz or notify the school via HERO.

Justified vs. Unjustified Absences

- Justified: Medical certificates (for prolonged illness), bereavement, or religious observances are considered justified. The code 'M' or 'J' will be used.
- Unjustified: Planned holidays during term time, extended family visits, or unapproved sporting events are considered unjustified. The code 'E' will be used.

Addressing Barriers to Attendance

Recognising the unique challenges of a rural community, we will proactively address common barriers:

- Transport: We will work with whānau to identify transport issues and connect them with available community carpooling options or transport assistance where possible.
- Community Links: Our school will maintain strong connections with local iwi, Oranga Tamariki, community groups, and the police youth aid constable. This network provides a valuable resource for supporting families facing complex challenges.
- Kaupapa Māori Approach: We will adopt a culturally responsive approach, ensuring all interactions with whānau are empathetic and uphold mana.

Addressing 'Late' Students

- Students and or caregivers sign in at the office with a reason for being late.
- Lateness is reviewed weekly by the Principal and Senior Management Team to identify students with frequent lateness.
- The teacher contacts whānau to understand the reasons for lateness.
- The school offers support to address any emerging barriers.

Data Monitoring and Plan Review

- Attendance data is reviewed weekly by the Principal to identify students in the Irregular and Moderate absence categories.
- The Board of Trustees receives a termly attendance report.

- This plan will be reviewed annually by the Board of Trustees in consultation with staff, whānau, and the community.

Related Documents (School Docs)

• Student Attendance Policy
• Managing Injury & Illness Procedure
• Before/After School Supervision Guidelines
• Student Wellbeing and Safety Policy
• Communicating with Parents / Whānau policy
• Health conditions and infectious diseases procedures

Ministry of Education Guidance:

- The Ministry of Education NZ provides a guide for schools and kura on managing student attendance.
- The Ministry of Education NZ refreshed attendance codes

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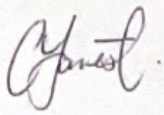
School Board Signature: 	Principal Signature: 	Review date: November 2026