NEW WINDSOR SCHOOL

Be the best you can be

ATTENDANCE PROCEDURES AT NEW WINDSOR SCHOOL (NWS)

New Windsor School has procedures to record and monitor attendance, to identify and follow up concerns. We share attendance expectations with students and their parents/caregivers, staff are responsible for reminding students of these expectations. Information on these expectations and procedures can be found below.

ABSENCES

REPORTING ABSENCE

Parents must notify the school and provide a clear reason for their child's absence by 9:15 am:

- Through the School Website
- On Skool Loop
- By Email office@newwindsor.school.nz
- By telephone (09) 628 8001

Parents are required to respond to the office who will follow up on any unreported absences.

SCHOOL FOLLOW UP ON ABSENCE

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

- By 9:30 a.m any absences not accounted for will be followed up through an eTap notification of the absence requesting clarification/explanation
- Office administrator records any unexplained absences in the Truancy Tracker /Attendance Tracker document
- Office administrator changes '?' code to 'T' (truant) if there is no response to eTap

notification

- If the student arrives after the 9:30am eTap notification, the office staff have to change the Truancy/Attendance Tracker to reflect the reason for lateness.
- Teachers can see from their eTap rolls that the '?' has been changed to 'T' or other code.

ATTENDANCE GOAL

Attendance is closely monitored and categorised into four subgroups

Updated Stepped Attendance Response - STAR.pdf

Regular attendance: students with over 90% attendance

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

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

- Students missing 5 – 9.5 days of a standard term

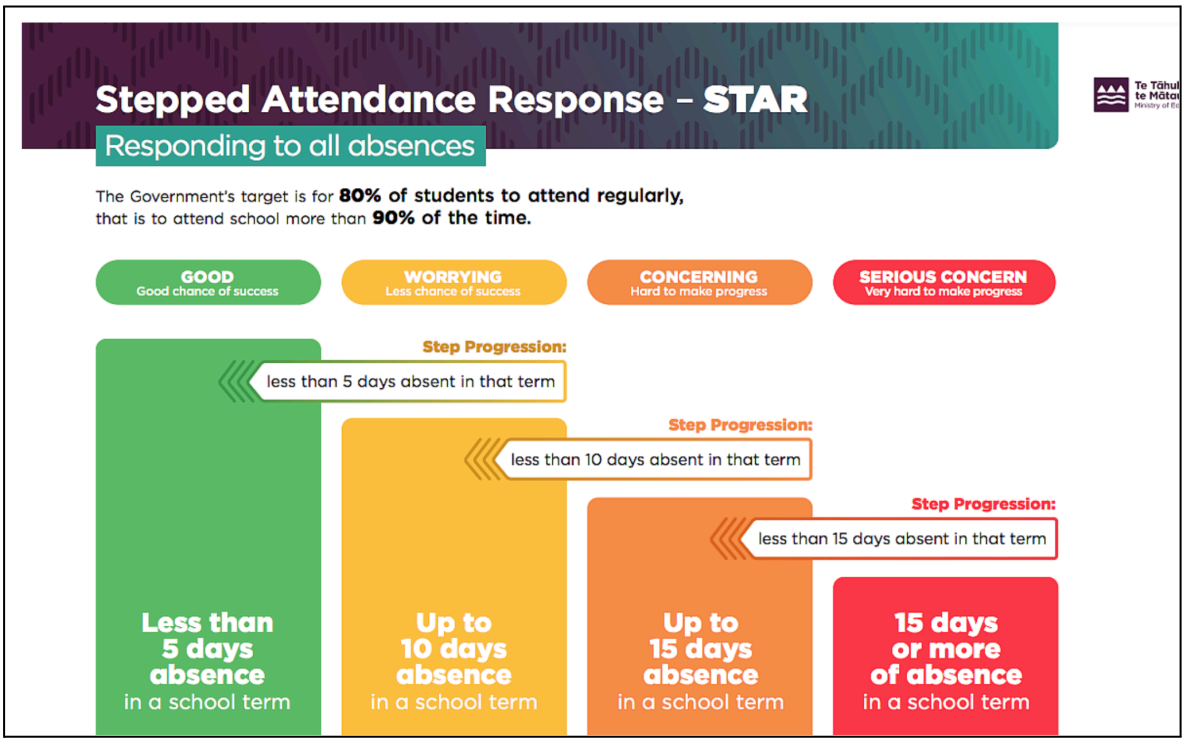
Moderate absence: students with more than 70% and up to 80% attendance

- Students missing 10 – 14.5 days of school in a term

Chronic absence: students 70% attendance or less

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

Our classroom teachers monitor patterns of absenteeism and will contact whānau to put in place some support to ensure regular attendance. Should these patterns continue, the classroom teacher will refer these cases to the Year Level Team Leader who might contact the whānau, if it still continues the Senior Leadership Team will be in contact with whānau to provide support.



Stepped Attendance Response – STAR

Responding to all absence

Te Tāhuhu o te Mātauranga Ministry of Education

The Stepped Attendance Response (STAR) sets expectations for school, student, parent/guardian, Ministry of Education and broader system responses to student absence.

From Term 1, 2026, schools will need to have regard for the STAR when developing their Attendance Management Plan. It is important schools use this direction to develop their own school specific response to attendance at the set absence thresholds.

How to use the STAR

The STAR outlines actions at absence thresholds and promotes school-wide approaches to:

- strengthen attendance culture
- improve data quality and use
- enable timely support and escalation
- identify what works well and areas for improvement to support student attendance

When responding to absences, schools should consider:

- the student's learning aspirations and whānau context
- reasons for absence and likelihood of reoccurrence
- the student's attendance history, and prior interventions
- requesting support from Attendance Services for students with chronic absence

Regional and National teams work alongside schools to support them improve attendance.



Ongoing Responsibilities

Day-to-day attendance management activities

Schools

- Set attendance targets and regularly review attendance data
- Communicate clearly with parents: expectations, procedures and follow-up steps the school will take when a student is absent
- Act early in following up absences to support students to stay engaged
- Escalate as needed, develop support plans, involve other services, consider requesting support from Attendance Services
- Assess attendance history of new students and share attendance history when students move between schools
- Use school-wide strategies, including strong relationships and minimising disruptions to the school day and week

Ministry of Education

Attendance Services – local catchment providers

- Build enduring relationships with schools in catchments
- Support chronically absent/non-enrolled students and their families
- Address barriers, develop and monitor plans with schools
- Provide advice and support directly to schools with the aim of reducing the need for requests for support in the future

Regional and National teams

- Provide targeted supports and services to schools including assistance with:
  - Understanding attendance data and trends
  - Support development of attendance policies and procedures, including Attendance Management Plans
  - Provide access to specialist services and alternative pathways where needed
  - Whānau and community engagement
  - Attendance leadership and governance
  - Attendance barriers arising from factors in the wider community

Individual Student Attendance activities

Individualised student responses to absence thresholds

Less than 5 days absence in a school term

Parents/Guardians

- Ensure student attends every day they are able
- Reinforce good attendance habits
- Support other parents to reinforce good attendance habits
- Open communication with school
- Follow school attendance management plan and associated policies and processes

Schools

- Communicate with parents about every absence
- Maintain contact details of parents
- Provide student with regular updates on their own attendance
- Report regularly to parents on attendance of their child
- Support student:
  - attending school
  - to continue learning if unable to attend school every day, including using Ministry approved well-being or transitional plans, or health schools where appropriate
  - to access other education pathways where appropriate

Up to 10 days absence in a school term

Parents/Guardians

- Return student to regular attendance
- Contact school to discuss reasons for absence and impact on learning
- Support student to catch up on missed learning
- Engage in supports offered

Schools

- 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 e.g. counsellor, alternative timetables, PB4L

Up to 15 days absence in a school term

Parents/Guardians

- Return student to regular attendance
- Participate in meeting with school to analyse reasons for absence and to collaborate on a support plan
- Implement strategies at home

Schools

- 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

15 days or more of absence in a school term

Parents/Guardians

- Return student to regular attendance
- Engage in support plan
- Participate in regular meetings

Schools

- 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 of support plan
- Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up
- Unenroll if student will not be returning to school

Ministry of Education

Attendance Service

- Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes:
  - agreeing changes to be made,
  - addressing some unmet basic needs impacting on attendance, and
  - referring students to other services as necessary
- Collaborate with schools so that
  - they remain engaged as plans are developed and implemented, and
  - they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn

Regional and National teams

- Facilitate involvement of other agencies
- Support schools to access other education pathways for a student where appropriate
- Consider system-wide initiatives for high-risk attendance
- Reprioritise regional support resources to where most needed/effective
- Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools

LATENESS AND EARLY DEPARTURE

LATENESS

Students are required to be on time as per school hours in the morning. Continued lateness is recorded and followed up on by our Classroom Teachers and Year Level Leader. Consistent

lateness can have a challenging impact on our students at NWS as our morning routines set our students up with the organisation they need to succeed through our many learning and extra curricular activities. Lateness accumulates quickly to have a meaningful impact on learning for our young people.

Leaving school early

Students who leave during the school day for any reason must follow correct procedures at all times for safety reasons. Parents/whānau must obtain a note from the office to hand to the student's teacher before he or she can be released or the student will be paged through the school intercom system to come to the office with their bag to meet their parent. The student's parent/s or guardian must sign out their students at the reception in person. **Parents/whānau or guardian are required to sign out on the VISTAB, not the students**. Reasons for signing out must be specific. If they are vague or do not meet any threshold for justified absences (see below), the absence will be marked as E (Explained and considered **un**justified). To maximise their time in class, students departing early will remain in class until the parent or guardian is on site. Only then, will they be called to the office.

SCHOOL HOURS

Monday To Friday: 8:55am – 3:00pm

Music Bell 1	**8:30**	Hang up bags Play
Music Bell 2	**8:55** **9:00**	Roll Block 1
Music Bell 3	**10:20**	Morning tea
Music Bell 4	**10:40**	Block 2
Music Bell 5	**11:50**	Kai time (Brain Break)
Music Bell 6	**12:00**	Block 3
Music Bell 7	**1:10**	Supervised Lunch eating
Music Bell 8	**1:20**	Play
Music Bell 9	**1:50**	Block 4
Music Bell 10	**3:00**	School finishes

At 3:00pm students should be collected from school, meet with their sibling/s, head straight to an agreed meeting place or walk directly home. New Entrants and Year 1 students must be picked up from their classes by their parents/whānau or caregiver. Any students not

collected by 3:10pm can be collected from the school office. If for any reason you are running late please call the school office and let the staff know.

If parents/whānau or caregiver does not arrive by 3:10pm to pick up their child, the child will be taken by the teacher (if in Years 0-2) to the school office or if in Year3 - Year 6 go to the office to wait in the office foyer and office staff will contact parents.

RECORDING ATTENDANCE

Students are recorded as present or absent using set attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday/overseas trip or other unsatisfactory reason), and is marked as such in our attendance register. For further information, see Attendance code MOE – a Ministry guide to attendance.

COMMON ATTENDANCE CODES USED AT NEW WINDSOR

Students are recorded as present or absent using set attendance codes as below.

PRESENT	
Present in class from 8:55 am	P
Arrive to school after 9:00	L
JUSTIFIED	
Explained and approved (Bereavement and/or Exceptional Family Circumstances)	J
Medical	M
School Trip/Activity	Q
Appointment	D
UNJUSTIFIED	
Explained and considered **un**justified	E
Overseas Trip	G
Unknown (updated once reason is confirmed)	?

Absent without explanation or permission from a parent or caregiver	T

Bereavement and/or Exceptional Family Circumstances (Justified)

We acknowledge the valuable time required during bereavement and/or exceptional family circumstances. We greatly appreciate your communication in letting us know what challenges you and your family may be facing. This includes family emergencies, bereavement, and cultural events.

Medical (Justified)

If students are absent for **more than 3 consecutive school days** (not including the weekend) days for a medical reason, the school requires an **official medical certificate** to continue marking absence under the Medical Code (M – Justified). If the parents or caregiver are unable to provide one, further absence will be coded as E (Explained and considered unjustified).

Appointments (Justified)

We encourage whānau to arrange appointments for students outside of school time or during the school holiday where possible. If you need to take your child out of school for an appointment or sign them in later in the day after an appointment, we expect that they will be present for either the morning roll or the afternoon roll. Should they miss both, then the absence will be coded as M (Medical – Justified).

Overseas Trips

As a school, we are committed to supporting strong attendance, as regular participation in learning is closely linked to academic progress, wellbeing and social connection. We also recognise that many of our families have close whānau living overseas, and that travel can be important for maintaining cultural connections, family relationships and identity.

Under Ministry of Education guidelines, family holidays or overseas trips taken during term time are classified as unjustified absences. These must be recorded as a G (Holiday during term time), meaning the absence is explained but does not meet the criteria for a justified absence under national attendance procedures.

Where extended travel is necessary, we strongly encourage families to communicate with us as early as possible. In some circumstances, teachers may be able to provide suggested learning activities or guidance to help your child stay

connected to learning while away. While this does not change the Ministry attendance coding, it can support a smoother transition back to school and minimise disruption to progress.

We encourage families, where possible, to plan travel during school holidays to reduce the impact on learning. If you are intending to take your child out of school for an overseas trip, please complete the extended leave application form and email it to office@newwindsor.school.nz Please include the dates of travel and the reason for the trip.

If you would like to discuss your individual circumstances, we welcome a conversation.

Please note: Events such as birthdays or special outings are not considered justified absences. If a student is absent and the reason provided does not meet the school's policy for a justifiable reason that can also be considered as an **un**justified leave.