

ATTENDANCE HANDBOOK



Our Vision

Working Together - Learning for Life / Me mahi tahi tatou katoa - Akoranga mo te wairua ora

Our Values

Know Myself - Mana
Know My Learning - Akoranga
Know Others - Whanaungatanga
Know My Place - Kaitiakitanga

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Legal Obligation

36 Students of registered schools required to attend whenever schools are open

- (1) Except as provided in this Act, a student is required to attend a registered school whenever it is open if the student—
 - (a) is required to be enrolled at a registered school:
 - (b) is aged 5 years and is enrolled at a registered school.
- (2) A board or sponsor must take all reasonable steps to ensure that the school's students attend the school when it is open.
- (3) For the purposes of this section, a student attends a school on any day if, on the day, —
 - (a) it has been open for instruction for 4 hours or more; and
 - (b) the student has been present for 4 hours or more when it was open for instruction.

Rationale

Consistent attendance is a critical factor in student achievement and wellbeing. Data continues to show a strong correlation between low attendance and low academic outcomes—students who are regularly present in class are more likely to engage in learning and achieve success.

Under New Zealand law, all students aged 6 to 16 are required to attend school every day. Ensuring this happens is a shared responsibility across our school community. When students attend regularly, they are more likely to feel connected to their peers, teachers, and learning environment—key elements that support both academic and personal growth.

There are many reasons why students may not attend school, and improving attendance requires a proactive, coordinated approach. This handbook outlines the roles and responsibilities of all staff, as well as the targeted strategies we will implement as part of our commitment to the Stepped Attendance Response Plan. Our collective goal is to raise overall attendance to at least 80%, with a focus on early identification, timely intervention, and strong relationships with whānau.

Accurate attendance marking is not only a professional expectation—it is a legal requirement. Attendance data is used for a range of purposes, including legal matters such as custody arrangements, and is now automatically uploaded daily to the Ministry of Education. This makes accuracy and timeliness more important than ever.

*By working together and following the steps outlined in this plan, we can ensure that every student at **GALATEA SCHOOL - TE KURA O KUHAWAEA** has the opportunity to succeed through regular, meaningful engagement in learning.*

Roles and Responsibilities

Students	<i>Expected to attend every day, arrive on time, and remain on-site during the school day.</i>
Whānau and Caregivers	<i>Ensure student attendance and inform the school of absences on the day.</i>
Teachers	<i>Mark attendance accurately at 9.15AM and 1.45PM. Engage students in fulfilling purposeful learning. Provide opportunities for students to make up for missed work. Acknowledge good attendance. Identify concerning patterns of absence. Discuss concerns with Mangamanet at weekly staff admin hui.</i>
SLT (Principal, DP)	<i>Lead the attendance strategy, support interventions, and oversee referrals to external agencies.</i>
Attendance Team (Office Admin, DP, Principal)	<i>Track daily data, contact whānau, and coordinate with external agencies as needed. Discuss with teachers any concerning student absences.</i> <i>Provide data to weekly attendance hui.</i> <i>Contact parents daily for absent students. Record contact on HERO.</i>

Attendance Procedures

TEACHERS	<p>DAILY</p> <ul style="list-style-type: none">● Accurately mark the roll for their class before 9.15am and 1.45pm.● Follow up on unexplained absences promptly. <p>WEEKLY</p> <ul style="list-style-type: none">● Monitor attendance patterns and refer concerns to the Attendance Team / Principal during the Staff Admin Hui.● Celebrate consistent attendance in class with 'Connected learners'. <p>REGULARLY</p> <ul style="list-style-type: none">● Communicate with whānau about attendance patterns, both good and concerning.● Support catch-up learning for returning students.
SLT (Principal/DP)	<p>DAILY</p> <ul style="list-style-type: none">● Support roll compliance. <p>WEEKLY</p> <ul style="list-style-type: none">● Meet with the attendance Team about interventions and referrals. <p>REGULARLY</p> <ul style="list-style-type: none">● Lead responses to chronic absence.● Refer students to the Attendance Service after 20+ days of absence.

Attendance Team

DAILY

- Support and monitor roll compliance.
- Track student attendance and flag concerning trends.
- Contact whānau for any unexplained absences.

WEEKLY

- Meet as an Attendance Team to review interventions and referrals.
- Share attendance data (via SMS) at the weekly Teacher Admin Hui.
- Identify and acknowledge students with strong attendance for assemblies and celebrations.

REGULARLY / ONGOING

- Lead and coordinate responses to chronic absence.
- Refer students to the Attendance Service once absences reach 20+ days.
- Conduct home visits where required.
- Escalate ongoing concerns to appropriate external services.
- Support reporting and attendance data management.

DAILY

- Track student attendance and flag concerning trends.
- Contact whānau for unexplained absences.

WEEKLY

- Provide Weekly hui (inside Teacher Admin Hui) with the attendance data generated by **HERO**.
- Identify students with good attendance for celebratory assemblies.

REGULARLY

- Conduct home visits and escalate concerns to external services.
- Support SLT with reporting and data management.

Attendance Thresholds and Responses

- **Green Zone ($\geq 90\%$)** – Attendance Team affirms attendance, teacher celebrates, minimal intervention required.
- **Yellow Zone (80–89%)** – Attendance Team/Admin contacts whānau, may introduce an attendance plan.
- **Orange Zone (70–79%)** – Attendance Team meets with student and whānau. Plan created with Attendance Team support.
- **Red Zone ($< 70\%$)** – SLT leads intensive intervention. External agencies involved where needed.

ATTENDANCE MANAGEMENT PLAN: FLOW DIAGRAM

	GREEN: 90% attendance (5 days per term)	YELLOW: 80% attendance (10 days per term)	ORANGE: 70% (15 days per term)	RED: Less than 70%
Step 1	<p>DAILY: Teacher MARKS ROLL</p> <p>Teacher checks weekly SMS report summary for any students who have moved over to 80-90% attendance</p> <p>AT/SLT also keeps an eye of this report</p>			
Step 2		<p>Attendance Team / Admin contact whānau to chase up unexplained absences</p> <p>Attendance Team to contact whānau to discuss increasing non-attendance rates</p> <p>Attendance Officer to generate Letter 1</p>		
Step 3			<p>Attendance Team / Admin contact whānau to chase up unexplained absences</p> <p>Attendance Team to contact whānau to discuss increasing non-attendance rates</p> <p>Attendance Team to generate Letter 2</p>	
Step 4				<p>Attendance Team / Admin contact whānau to chase up unexplained absences</p> <p>Attendance Team to contact whānau to discuss increasing non-attendance rates</p> <p>Attendance Team to generate Letter 3</p> <p>Taken off roll after 21 days.</p>

Code Group	Sub-Group	Code	Examples
Present	On-site	P – Present	In class and present
		L – Late to class	Late to class and present
		V – Unsupervised exam study	Unsupervised exam study (ON-SITE)
		N – Present but out of class	<ul style="list-style-type: none"> ● Internal appointment ● On-site school-based activity e.g. cultural / sporting event like Sports Day. ● Temporary removal from class ● Prefect meeting ● Time in sickbay
	Off-site	D – Approved external appointment	<p>If a student cannot attend an appointment out of hours e.g.</p> <ul style="list-style-type: none"> ● Medical appointments (doctor, dentist), ● specialist appointments ● appointments with other professionals (e.g., counsellor, social worker).
		Q – Board approved offsite learning	<ul style="list-style-type: none"> ● Tangihanga ● Cultural / Arts/ Sports event ● Performing / Playing / participating in a regional or national school event ● Overseas BUT committing to a learning program. ● Driving licence test ● Wellbeing plan or flexible learning plan = Q on days off ● Attending an offsite program for IEP ● Attending work placement or Gateway placement ● Rostering home for group or year levels. NOTE: work needs to be available

Code Group	Sub-Group	Code	Examples
		A – Alternative provision	<ul style="list-style-type: none"> ● Students present at <ul style="list-style-type: none"> ○ Alternative Education ○ Teen parent unit ○ STP program (Trades) ○ Health school
Absent	Justified Absences	M – Illness / Medical absence	<ul style="list-style-type: none"> ● Absent due to illness (includes health-related e.g. anxiety)
		J – Explained and approved	<ul style="list-style-type: none"> ● Family arrangement ● Overseas holiday (no work or commitment to [work])
		U – Stood down or suspended	<ul style="list-style-type: none"> ● Stood down or suspended
	Exam Leave	X – Exam Leave	<ul style="list-style-type: none"> ● Study leave off-site (not included in MOE attendance calculations)
	Unjustified Absences	T – Truant	<ul style="list-style-type: none"> ● Student is absent without explanation
		E – Explained but not approved	<ul style="list-style-type: none"> ● Absent without justifiable reason e.g. <ul style="list-style-type: none"> ○ Didn't come to school because of sports day ○ Went to watch siblings school production
		G – Holiday during term time	<ul style="list-style-type: none"> ● Holiday taken. Student refuses to commit to study or learning program.
		? – Unknown reason (temporary)	<ul style="list-style-type: none"> ● This is a TEMPORARY code. This will be updated once the reason is specified.



Galatea School Attendance Management Plan

Communication – Monitoring – Support – Reporting – Teaching and Modelling

For students with less than 5 days absence in a school term - 90% + attendance

Goal - To maintain and reinforce regular attendance patterns,

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p><i>Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term</i></p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p><i>Include a newsletter on attendance requirements with enrolment packs, to go out with new students and to remind all students of attendance protocols at beginning of year and each term</i></p> <p><i>Explain to parents the codes used to record attendance of each student at enrolment.</i></p>	<p><i>Attendance Newsletter outlines protocols</i></p> <p><i>Attendance letters to update parents of rates and requirements</i></p> <p><i>Attendance codes on display</i></p>	<p><i>SLT / Attendance Officer</i></p> <p><i>SLT/Attendance Officer</i></p>
<p><u>Monitoring</u></p> <p><i>Monitor attendance</i></p>	<p><i>Roll is marked by teacher between 9.15am and 1.45pm. Weekly data is collated in our SMS system.</i></p> <p><i>Weekly admin staff hui on Monday before school to corroborate data and explain code changes in attendance records.</i></p> <p><i>In the morning the Attendance Team/Officer identifies students absent and have a conversation around the cause of the absence.</i></p>	<p><i>Discuss SMS report generated on Sunday night for any concerning absences</i></p> <p><i>Meet every Monday morning to discuss concerning students</i></p>	<p><i>Teachers / SLT</i></p>

<p>Communicate to parents about every absence</p> <p>Maintain contact details of parents</p>	<p><i>Admin or Attendance Team contacts whānau via the SMS system to discuss reasons for unmarked absences</i></p> <p><i>Gather details at enrolment. Re-establish the details at the start of every year. Office checks in on a regular basis when parents visit and notes any updates.</i></p> <p><i>Check details at Parent interviews and remind in school newsletters. Regularly text and email parents. Text caregivers ahead of school events and when students are recognised for achievements.</i></p>	<p><i>Office Admin</i></p> <p><i>Keep in regular contact with whānau</i></p> <p><i>Social media, Skool Loop, HERO to keep caregivers up to date and celebrate success</i></p>	<p><i>Attendance Officer / Admin / SLT</i></p> <p><i>Office Admin</i></p> <p><i>SLT</i></p>
<p>Reporting</p> <p><i>Provide students with regular updates on their own attendance</i></p> <p>Report regularly to parents on attendance of their child</p>	<p><i>Weekly update by teachers on student attendance.</i></p> <p><i>Pastoral conversations with those students at 90-93%.</i></p> <p><i>Celebrate high achievers in House assemblies, and in full school assemblies.</i></p> <p><i>Accurate data on school reports.</i></p> <p><i>Celebrate success regularly on social media platforms and in newsletter</i></p>		<p><i>Teachers</i></p> <p><i>Teachers / Attendance Officer</i></p> <p><i>Attendance Officer</i></p> <p><i>Teachers / SLT</i></p> <p><i>Attendance Officer</i></p>
<p>Support</p> <p><i>Support students to catch up missed learning where required</i></p>	<p><i>Teachers build strong relationships with students. Provide work for students to complete ahead of absence if it is a planned absence.</i></p>	<p><i>Culturally Relevant and Relational Pedagogy</i></p>	<p><i>Teacher.</i></p>

	<i>Use Google Classroom to document lesson resources.</i>		
<p><u>Teaching and modelling</u></p> <p><i>Use school level PB4L approaches to promote good social and learning environment</i></p>	<p><i>Award 90+ % for weekly attendance. Identify students with good attendance and students whose attendance has improved.</i></p>	<p><i>Public recognition in assembly</i></p>	<p><i>Attendance Officer</i></p>



Galatea School Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

For students with up to 10 days absence in a school term - 80-89% attendance

Goal -To restore student’s attendance to above 90%

Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p><i>Send formal notification and contact parent/ guardian to discuss reasons for absence</i></p>	<p><i>Attendance Officer identifies the pattern of more than 1- 2 days a fortnight absent. Attendance Officer will contact the parent to plan for the student to return to school. Attendance Officer records contact home in SMS.</i></p>	<p><i>Weekly Admin Hui patterns are identified</i></p> <p>AO to follow up</p>	<p><i>Teachers</i></p> <p><i>AO/SLT</i></p>
<p><i>Communicate to parents what steps the school will take in the event their child is absent from school</i></p>	<p><i>Contact whānau via phone call home</i></p>	<p>AO to contact</p>	<p><i>AO/SLT</i></p>
<p><u>Monitoring</u></p> <p><i>Monitor attendance</i></p> <p><i>Communicate to parents about every absence</i></p> <p><i>Maintain contact details of parents</i></p>	<p>SMS flags students who have been absent 3 days and then 5 days</p> <p><i>Monitor contact details of parents are up to date</i></p>	<p><i>AO discusses absences with class teacher</i></p>	<p><i>AO/SLT</i></p>
<p><u>Reporting</u></p>			

<p><i>Provide students with regular updates on their own attendance</i></p> <p><i>Report regularly to parents on attendance of their child</i></p>	<p><i>Teachers</i></p> <p><i>Teachers/AO</i></p>		<p><i>AO/SLT</i></p>
<p><u>Support</u></p> <p><i>Support students to catch up missed learning where required</i></p>	<p><i>Use of Google classroom to enable students to catch up on missed work</i></p> <p><i>Teacher supports additional catch up</i></p>	<p><i>Ensure students have access to Google classroom</i></p>	<p><i>Teacher</i></p>
<p><u>Teaching and modelling</u></p> <p><i>Use in-school resources as appropriate to remove barriers e.g. AO, KidsCan, 2nd hand uniform, PB4L</i></p>	<p><i>Provide access to uniform, stationery to reduce barriers</i></p>	<p><i>AO/ Officer Admin / SLT</i></p>	<p><i>Teacher / AO / SLT</i></p>



Galatea School Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

For students with up to 15 days absence in a school term - 70-79% attendance

Goal - to re-engage students and increase attendance.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p><i>Send escalated formal notification to parents</i></p> <p><i>Hold meeting to analyse reasons for absence and to collaborate on a support plan</i></p> <p><i>Develop and implement a plan tailored to the reasons and circumstances around the child's absence</i></p>	<p><i>Letter of concern sent inviting whānau to be part of solution</i></p> <p><i>Attendance Officer and SLT hold Attendance Hui</i></p> <p><i>Plan is developed</i></p>	<p><i>Letter delivered by In School Attendance team</i></p> <p><i>Hui held and plan developed and monitored</i></p> <p><i>See template</i></p>	<p><i>AO / SLT</i></p>
<p><u>Monitoring</u></p> <p><i>Monitor attendance</i></p> <p><i>Communicate to parents about every absence</i></p> <p><i>Maintain contact details of parents</i></p>	<p><i>Discussion between AO and SLT</i></p> <p><i>AO to discuss with whānau.</i></p>	<p><i>AO to follow up</i></p> <p><i>AO to make phone calls</i></p> <p><i>Teacher / Admin / AO</i></p>	<p><i>AO/SLT</i></p>
<p><u>Reporting</u></p> <p><i>Provide students with regular updates on their own attendance</i></p> <p><i>Report regularly to parents</i></p>	<p><i>Teachers / AO</i></p> <p><i>Teachers / AO</i></p>	<p><i>AO prints off attendance rates and shares this with teachers to share with students</i></p> <p><i>Teachers / AO</i></p>	<p><i>SLT</i></p> <p><i>SLT</i></p>

<i>on attendance of their child</i>			
<p><u>Support</u></p> <p><i>Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed</i></p>	<i>Uniform, Stationery provided to remove barriers</i>	<i>AO/Teachers can request resources to support student</i>	<i>SLT oversees budget</i>
<p><u>Teaching and modelling</u></p> <p><i>Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform, KidsCan, PB4L</i></p>	<i>Uniform, Stationery provided to remove barriers Access to counselling support</i>	<i>AO/SLT</i>	<i>SLT oversees budget</i>



Galatea School Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

For students with up to 15 or more days absence in a school term - LESS THAN 70% attendance

Goal- Intensive intervention to overcome complex barriers.

Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p><i>Send warning notice and make contact to arrange meeting with parents</i></p>	<p><i>Home visit to inform whānau of next steps</i></p>	<p><i>AO delivers letter explaining next steps</i></p>	<p><i>AO/SLT</i></p>
<p><u>Monitoring</u></p> <p><i>Implement and monitor improvement plan</i></p> <p><i>When criteria are met, follow prescribed processes to un-enrol the student</i></p>	<p><i>AO / SLT</i></p> <p><i>After 21 days student is taken off roll and NENs</i></p>	<p><i>See template</i></p>	<p><i>AO/SLT</i></p>
<p><u>Reporting</u></p> <p><i>Refer to the Ministry to consider action, including prosecution, when supports are offered and not taken up</i></p>	<p><i>Refer students to Interagency Hui - MoE are part of this and Police</i></p>		
<p><u>Support</u></p> <p><i>Escalate to multi-agency response</i></p> <p><i>Participate in multi-agency response</i></p>	<p><i>Refer students to Interagency</i></p>	<p><i>AO / SLT</i></p>	<p><i>SLT</i></p>

APPENDIX: Include links here to all other relevant documentation:

- [Strategic Plan](#)
- [Annual Implementation Plan](#)
- [Attendance Policy \(School Docs - Search Galatea School\)](#)

(Optional)

- [Resources \(rewards, certificates etc\)](#)
- [Contact list \(external agencies\)](#)
- [Communicating with parents about attendance.pdf](#) (links to standard letters could be added here)

OTHER RESOURCES YOU MAY WISH TO USE:

[*Blank STAR template.pdf*](#)

[*STAR Individual Attendance Plans \(Information for School Leaders\) - FINAL.pdf*](#)

[*Implementing the STAR.pdf*](#)