

# NORTH STREET SCHOOL

Akongia mō āpōpō - Learn for tomorrow



## North Street School Attendance Management Plan 2026

### Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our tamaiti. Attending school every day supports our tamaiti to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as tamaiti are able to consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamaiti should be absent for no more than one day a fortnight to ensure that they can have continued success at school.

At North Street School our school vision of Ākongia Mō Apōpō underpins our approach to attendance - every ākongia striving to their potential. Our Stepped Attendance Response outlines our process for monitoring, supporting and improving attendance - so every ākongia can strive to be the best they can be.

### What would success look like?

Success would look like an increase to Regular/Good Attendance, whereby more of our tamaiti are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these tamaiti and whānau with Worrying/Irregular Attendance.

Regular/Good attendance	Worrying/Irregular Attendance
45%	31%

## Attendance Policy

North Street School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamaiti and whānau and staff are responsible for reminding our community of these expectations.

As required by the Education and Training Act 202 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at North Street School attend when it is open for instruction (Education and Training Act 2020 s36).

Whānau have legal obligations to ensure their tamaiti attend school (Education and Training Act s24).

Whānau are expected to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments and trips outside of school hours or during the school holidays, where possible
- Work with the school to manage attendance concerns

Further supporting information can be found in our **School Docs Attendance Procedures**

## Attendance Management Procedures

### Attendance Expectations

We regularly communicate with our tamaiti and whānau about attendance expectations, consisting of:

- Communication in the weekly Pānui
- Korero at Learning Conferences
- Korero on enrolment
- Facebook reminders
- Phone calls with whānau when needed

## Recording Attendance

### Kaiako Responsibilities

1. Roll to be taken by the Akomanga Kaiako by 9.15am.
2. Any ākonga who arrives late to school is to report to the Tari to register that they are late on the Vistab system.
3. Should a ākonga arrive in class after the register has been taken, ask if they have reported to the Tari. If they haven't, they MUST report to the Tari.
4. Afternoon roll must be taken BEFORE 1.45pm.
5. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
6. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance (through the Roll on eTAP) to inform the Office.

### Tari Responsibilities

1. The Office Managers check the texts and emails and take phone calls of absences in the morning.
2. The Office Admin checks all classes; attendance on eTAP from 9.15am.
3. Any children marked with a '?' are then followed up by the Office Admin
  - a. text is sent out to all children who are marked with an '?'
  - b. When replies are received, the Office Manager updates the absence with the appropriate code.
  - c. If no reply is received, the child is marked as Truant.
4. The Office Admin will check the afternoon roll from 1.45pm and follow up with class teachers of any absence.
5. Unexpected absence and uncontactable whanau, truancy will be engaged as required and/or SMT

### Whānau Responsibilities

Whānau have legal obligations to ensure their tamaiti attend school (Education and Training Act, s244).

We expect whānau to:

- notify the kura as soon as possible if their ākonga is going to be late or absent
- Arrange appointments or trips outside of kura hours or during school holidays where possible
- Work with us (kura) to manage attendance concerns

## Monitoring Practices

Every fortnight, the Deputy Principal in consultation with Admin will:

- check patterns of attendance
- check for any erroneous coding
- follow up on Truant codes if no communication has been had with the whānau
- adhere to the STAR thresholds

End of each Term Principal meets with admin to review attendance

## The Principal will:

- report attendance data twice termly to the School Board
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives
- adhere to the STAR thresholds
- review the plan termly after considering the Every Day Matters Report
- ensure termly attendance is printed, signed by Deputy Principal and securely stored onsite for 7 years.

## Communicating with Whānau

Ongoing communication with whānau about attendance expectations and follow up, is critical to lift attendance expectations.

In relation to STAR, our kura may use the Ministry of Education resource Communicating with parents about attendance to support communication with whānau and if required, escalation of attendance concerns.

## Absence Thresholds in reaction to the Stepped Attendance Response (STAR)

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days in a term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
Whanau	Whanau	Whanau	Whanau
<ul style="list-style-type: none"> <li>• Ensure student attends everyday they are able</li> <li>• Reinforce good attendance habits</li> <li>• Support other whanau to reinforce</li> <li>• Follow school attendance management plan and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Return student to regular attendance</li> <li>• Contact school to discuss reasons for absence and impact on learning</li> <li>• Support student to catch up on missed learning</li> <li>• Engage in support offered</li> </ul>	<ul style="list-style-type: none"> <li>• Return students to regular attendance</li> <li>• Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan</li> <li>• Implement strategies at home</li> </ul>	<ul style="list-style-type: none"> <li>• Return students to regular attendance</li> <li>• Engage in support plan</li> <li>• Participate in regular meetings</li> </ul>
Kura	Kura	Kura	Kura
<ul style="list-style-type: none"> <li>• Communicate with whanau about every absence</li> <li>• Maintain contact details of all parents</li> <li>• Provide students regular updates on their own attendance</li> <li>• Report regularly to whanau</li> <li>• Support student</li> <li>• Access other education pathways where appropriate</li> <li>• NSS Awards 100% per student per term</li> <li>• NSS Awards for best classroom per term</li> <li>• Whole School Collective reward program aiming for a small increase as a target</li> <li>• Assembly Celebrations</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents to discuss absence, (letter 1NSS) Includes graphs and visuals</li> <li>• Teacher/Whanau Hui</li> <li>• Support students to catch up on work</li> <li>• Use in school resources as appropriate to remove barriers eg, counsellor, PB4L, alternative timetables, pick up transport, Uniform, Kai etc</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents to escalate concerns, (letter 2 NSS) Include graphs and visuals</li> <li>• SMT/Whanau hui</li> <li>• Hold meetings to analyse reasons</li> <li>• Develop and implement support plan</li> <li>• Use in school resources to remove barriers</li> <li>• Support from Attendance Services or other agencies as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents to inform escalated response</li> <li>• Request support from Attendance Support, other agencies</li> <li>• Maintain Support plan</li> <li>• Undertake school led prosecution, or request MOE led prosecution</li> <li>• Unenroll if not returning after 20 days</li> </ul>