

Attendance Management Plan



TE KURA O TAKE KĀRARA

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Overarching Attendance Objectives and Strategic Priorities

- **Rationale for prioritising attendance:** Te Kura O Take Kārara firmly believes that regular attendance is crucial for a child's academic success, social development, and overall well-being. Consistent attendance builds positive daily habits and routines, promotes strong connections with peers, and ensures students are actively engaged in their learning. Our school's core values are all underpinned by the fundamental requirement of being present and engaged in the school community.
- **Links to existing strategic documents:** This plan aligns with the school's strategic vision. It supports the school's commitment to providing a safe, healthy, and innovative learning environment as outlined in our school plans and priorities.

Attendance Policy

Key legal obligations under the Education and Training Act 2020

- **School Board Responsibilities:** The school board is required to take all reasonable steps to ensure that students attend when the school is open. The Principal is responsible for assuring the board that student attendance is recorded, monitored, and that absences are notified.
- **Parent/Legal Guardian Obligations:** Parents and legal guardians are required to enrol their child at a registered school from the age of six and to make sure their child (including 5-year-olds) attend school every day it is open until they are at least 16 years old.

Expectation of parents / legal guardians, students and staff in relation to student absence

- **Expectations of parents / legal guardians:** Parents / legal guardians are expected to notify the school as soon as possible if their child will be late or absent. They are expected to work with the school to manage any attendance concerns.
- **Expectations of Students:** Students are required to be present and attend classes on time. Students are not permitted to leave the school during school hours without

permission from a parent or caregiver and the school. If a student needs to leave, they must sign out at the school office.

- **Expectations of Staff:** Staff are expected to comply with the school's schedule and release students at set times.

Attendance Management Procedures

- **Setting and Reinforcing Expectations:** Attendance expectations of families and students are set when students are enrolled at Te Kura O Take Kārara and are reinforced through our school newsletters.
- **Process for Recording Attendance:** Attendance is recorded daily by teachers and staff using official Ministry of Education attendance codes. This data is stored on our Student Management System and sent to the Ministry, as required by law.
- **Following Up on Unexplained Absences and Monitoring:**
 - The school office is the central point for managing and monitoring attendance.
 - School office staff follow up with parents/legal guardians about any unexplained absences on the day they occur.
 - Records are updated for late arrivals or early departures.
 - For planned absences more than five days, a request must be made to the principal at least one week in advance.
 - A medical certificate may be requested if a student is absent for three or more consecutive days.
 - Any staff member will report attendance concerns to the Principal. The school analyses trends and may take further action if a student's attendance is concerning.

Stepped Attendance Thresholds and Actions: Our school uses the Stepped Attendance Response (STAR) to guide when and how we respond to absences.



Actions from the school when the child is regularly attending:	Actions from the school when the child has some absences:	Actions from the school when the child has many absences:	Actions from the school when the child has a lot of absences:
Stay in regular contact with parent/guardian about their child's attendance.	Send a formal notification and contact parent/guardian to discuss the reasons for the absence	Send escalated formal notification to parents Hold a meeting to analyse reasons for absence and to collaborate on a support plan	Send a warning notice and make contact to arrange a meeting with parents
Follow up to find out the reason why their child is not at school.	Our school will work with parent/guardian to identify any barriers to attendance.	Develop and implement a plan tailored to the reasons and the circumstances around the child's absence	Escalate to a multi-agency response Participate in a multi-agency response
	Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PB4L.	Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed	Implement and monitor the improvement plan Unenrol students who will not be returning to school

Monitoring and Measuring Progress

This Attendance Management Plan will be reviewed and updated annually.