

Ōpaheke School Attendance Management Plan

Target	70% of school attending regularly* *(90% and above student attendance)
National	80% of students attending at least 90% of the time by 2030

Board Statement on Attendance

The Board of Ōpaheke School is committed to ensuring that every student attends school regularly and engages in learning. In accordance with the Education and Training Act 2020 and the Education (School Attendance) Regulations 2024, the Board will take all reasonable steps to ensure students attend whenever the school is open for instruction. We will:

- Develop, implement, and publish an Attendance Management Plan that aligns with the Ministry of Education's guidelines and the Stepped Attendance Response (STAR) framework.
- Set a clear attendance target (currently 70% regular attendance, with progressive improvement goals).
- Investigate and respond to absences promptly, recording all actions taken.
- Identify and address barriers to attendance, including wellbeing, transport, and family engagement.
- Monitor and discuss attendance data regularly at meetings
- Review this plan at least every three years or sooner if required by regulation.

Procedure

We keep an electronic attendance register on ETap, our student management system.

The roll is called twice daily, once first thing in the morning and once straight after lunch in the afternoon.

Times to Enter Absences:

- Morning absences are to be entered by **8.35 a.m.**
- Afternoon absences are to be entered by **1.00 p.m.**

Attendance Officer

- Checks that all electronic rolls are sent to the office daily and follows up on those not received by **8.35 a.m. or 1.00 p.m.**
- Follows up on all '?' (unexplained) students on rolls and changes codes if appropriate
- Updates each roll with any relevant information, e.g., late or medical notes/phone calls received at the office
- If advised of an explained absence, e.g., upcoming holiday, by a parent, the Attendance Officer enters this in advance on the classroom electronic register and gives the appropriate note to the teacher
- Prints a daily list of 'students not Inside School' when all rolls have been checked, and altered where necessary. **This is given to the principal by 10a.m.**

- Prints out attendance register at the end of each term and files
- Email notification of continued absences is automatically generated and sent through to DPs
- Completes the attendance file for the Ministry and Attendance Matters and this is sent through the Ministry portal at the end of each term
- Complete the March 1st and July 1st Roll Returns
- an email of report is automatically sent to the Principal.

Checking Absences:

- **At 8.45 a.m. the school Attendance Officer checks on those whose code is '?' (unexplained absence) by contacting parents or caregivers.**
- Office staff update electronic registers once an explanation has been received.
- The Attendance Officer will follow up on any classes where the register has not been marked by calling or visiting the classrooms.
- If the Attendance Officer knows of any absences in advance, these are entered on teachers' electronic registers.

Irregular Attendance:

- If a child has irregular attendance or is absent for more than **3 days without being notified of the reason** by the parent or caregiver, names are referred to the Deputy Principals by the Attendance Officer.
- If a child has been absent more the 3 days in a row without a notification or if we cannot make contact a letter asking for a reason is sent. **This letter only gets sent in the event of failure to make contact.**

- If student continues to be absent (10 half days) without a valid explanation Letter 2 outlining a concern goes out to parents
- If a student continues to be absent for more than a week with no valid explanation Letter 3 goes out to the parents reinforcing the concern.
- When there are ongoing concerns about a student's attendance and all attempts by the school to re-engage the student have failed letters 4 and 5 can be sent to the parents.
- All phone calls and letters sent should be recorded with a date in the SMS system for inclusion with a referral to the Attendance Team (CEAT)

Throughout this process telephone calls to engage with the family to identify the issue and supports required should be optimised. Our goal is to engage not alienate.

Marking the Roll:

To mark the roll, teachers log on to eTap using their own individual ID number and password.

- Click on 'Attendance Register'.
- Etap will default to today's date

Attendance Register Codes:

L= student last for class

F = Learning off site/ Learning from Home

M= student absent due to short term illness/medical reason

U= stood down/suspended

J = justified (you have been told by a parent or caregiver why the child is not at school and the reason is not medical but is justified eg appointment, death in the family, parent unwell

E= absent with explained absence but unjustified reason eg “up north”, “going to the airport to see relatives”, “it’s raining”, “no lunch”, “sibling is sick so staying home” etc

G= overseas on holiday

T= An absence where either no information is provided, or the explanation is trivial (throw-away) e.g., I didn’t want to come to school.

? = unknown reason

Lateness:

- If the office is notified of any reasons for lateness or absence, these will be entered on the electronic register in advance.
- If a teacher has been notified that a child will be late, teachers enter ‘L’. This can be done in advance.
- If the child is not present at the afternoon roll call, change the morning ‘L’ to ‘?’
- If a child is late and was a ‘?’ on the morning roll change this to a ‘P’ on the morning roll
- Students who are late for school, sign in a ‘late register’ at the kids’ counter and receive a ‘late ticket’ for that day. They must give this to the teacher when they come into the classroom. If they do not have one, it usually means they have not signed in, so send them to the office to do so. Collect the late tickets and return these to the office regularly so they may be reused.

The Attendance Officer will check the ‘late register’ and enter these latecomers on the electronic register by 8.45

- Road Patrollers are not marked late to school. (They do sign in the 'late register' and write R.P or Road Patrol after their name).

Extended Absences:

- If a teacher is notified in advance by a parent or the office that a child will be absent for an extended period of time, e.g., an overseas trip or medical problems, notify the office.

Absence Note Filing Books: CHECK THIS IS STILL HAPPENING

- At the beginning of each year all teachers are given an exercise book in which to file absence notes
- Each child's name is written on a separate page and absence notes are attached to that child's 'page'
- Teachers must ensure that all absences explained by a note are recorded on the electronic register

Relieving/Release Teachers:

- Teachers use a paper roll instead of the electronic register when another teacher is in class.
- Each teacher keeps an updated class list, easily accessible, which the relieving teacher uses to call the roll.
- Once the roll is called, the relieving teacher sends the list, with absences shown, to the office. The codes used are the same as for electronic registers.
- The Attendance Officer completes the electronic register for the class.

It is the responsibility of each class teacher to enter the reasons for absences retrospectively on the electronic register should a note of explanation be sent at a later date

ATTENDANCE CODES FOR STUDENT REPORTS

Excellent – 1% absence or less

Satisfactory= 2-10% absence

Unsatisfactory- 11%+ absence

During COVID-19 lockdowns enforced isolation teachers should not count this as an absence. (Code F falls into the 'Present' reporting category.

School Closures

A Board of Trustees can close the school (for instruction) for reasons including:
an emergency (earthquake, flood, etc); or

- to protect the health and safety of its students and / or staff
- strike closure

The school calendar should be adjusted in the Student Management System (SMS) to show such days (or ½ days) as a non-school day and this means the students' attendance cannot be marked. If the school's SMS cannot make a ½ day adjustment in the calendar, then students should be marked J (justified absent). In the case of a strike

closure, although the school is closed for instruction, the Secretary expects boards to consider providing supervision for those students who do turn up. These students will not have their attendance marked because they are not attending school for the purposes of instruction, and the SMS will not allow it if it has been adjusted correctly. Note that Boards have ongoing responsibility for the safety of students while under supervision at the school, whether or not the school is also open for instruction.

Attendance Intervention Process and Timeline

Step 1: Day One – Day Two

1. Form Teacher to call home if the student is absent with explanation.
2. If contact is made, Form Teacher documents the reason for Unexplained Absence (UA) on school SMS.
3. If no contact is made, Form Teacher documents this and Question Mark (?) is coded, so follow-up is highlighted.
4. The Attendance Officer makes follow-up calls until the student attends.
5. Where the reason for UA is medical and will be absent for more than two days, a medical certificate must be requested.

Step 2: Day Three

1. The Whānau Leader/Dean makes contact with the family on the third consecutive day of UA.

2. If necessary, a home visit is planned.
3. The Whānau leader clarifies the school's expectations re. attendance with the whānau.
4. If no contact is made, the Whānau Leader refers the case to the DP Pastoral Care/Attendance.

Step 3: Day Four

1. In the case of 4 consecutive days of unexplained absence, DP makes contact or organises a whānau hui.
2. The DP clarifies the school's expectations re. attendance with the whānau.
3. Refers the case to Attendance Services for follow-up
4. DP advises the Principal of the 4 day UA.

Step 4: Day Five

1. In the case of 5 consecutive days of unexplained absence, the Form Teacher calls the whānau to discuss the absence emphasising critical factors important for success at school including proactive communication, overall well-being and asking 'why' to help identify underlying barriers.
2. If contact is made the Form Teacher documents response on school's SMS.
3. Form Teacher emails with summary of contact with whānau to Attendance Services to monitor for follow-up. DP to be cc'ed into email.
4. If no contact is made the Form Teacher documents this on school's SMS. Question mark (?) is coded in order for a follow-up to be identified.

5. The Attendance Officer to make contact with whānau.

Step 5: Day Ten

1. Attendance Services advises the Whānau Leader and DP if a student is absent for the tenth day in a term.
2. DP, Whānau Leader and Attendance Services hold a hui with the whānau to address concerns.
3. Attendance Services continue to monitor attendance.

Step 6: Day Fifteen

1. The Attendance Services advised the Whānau Leader and DP if a student is absent for the fifteenth day in a term.
2. Ministry involvement is initiated by the DP/Principal.