

ATTENDANCE MANAGEMENT

RATIONALE :

Research demonstrates a strong link between high attendance levels and academic achievement. Non-attendance is a significant barrier to success and a key indicator of at-risk students. In New Zealand, every child has the right to attend school, and parents / caregivers are responsible for ensuring the attendance of all children up to age 16.

Under Section 48 of the Education and Training Act 2020, the Clendon Park Board must take all reasonable steps to ensure students' attendance. Regular attendance is defined as attending over 90% of half days.

OBJECTIVES :

1. To monitor attendance effectively and implement interventions at appropriate thresholds.
2. To support and guide students toward consistent attendance to achieve their potential.
3. To align with the Ministry of Education's Stepped Attendance Response guidelines for managing absenteeism.
4. To reduce the overall percentage of students classified as chronically absent (attendance below 70%).

ATTENDANCE EXPECTATIONS :

- All students are expected to attend school '**every day**', unless there is a justified reason for their absence.
- A student who attends '**90% or more**' is considered to have '**regular attendance**'.
- Patterns below 90% will trigger interventions.

COMMON ATTENDANCE CODES AT CLENDON PARK SCHOOL

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

JUSTIFIED	
Bereavement and / or Exceptional Family Circumstance (Justified)	J
Medical (Justified)	M
School Trip / Activity (Justified)	Q
Appointment (Justified)	D
UNJUSTIFIED	
Explained and considered un justified (Unjustified)	E
Overseas Trip (Unjustified)	G

STEPPED ATTENDANCE RESPONSE FRAMEWORK :

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.	
SCHOOLS	
• Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term • Communicate to parents what steps the school will take in the event their child is absent from school • Communicate good attendance habits to students and parents • Monitor attendance • Communicate to parents about every absence • Maintain contact details of parents • Provide students with regular updates on their own attendance • Report regularly to parents on attendance of their child • Support students getting to school • Use school level approaches to promote good social and learning environment • Celebrate good attendance.	

Up to 10 days absence

in a school term

PARENTS / GUARDIANS

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

SCHOOLS

- Send formal notification and contact parent / guardian to discuss reasons for absence
- Support students to catch up missed learning where required
- Use in-school resources as appropriate to remove barriers e.g. counsellor, school lunches, breakfast club, etc
- Refer student to Attendance Service.

Up to 15 days absence

in a school term

PARENTS / GUARDIANS

- Return student to regular attendance
- Attend meeting at the school to analyse reasons for absence and to collaborate on a support plan
- Implement strategies at home.

SCHOOLS

- Send escalated formal notification to parents
- Hold meeting to analyse reasons for absence and to collaborate on a support plan
- Develop and implement a 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 Ministry or other agencies as needed
- Refer student to Attendance Service.

15 days or more absence in a school term

PARENTS / GUARDIANS

- Return student to regular attendance
- Engage in improvement plan
- Participate in regular meetings.

SCHOOLS

- Issue a formal attendance warning letter
- Convene a meeting with school leadership, parents, and support services
- Provide a full summary of the student's academic achievement and attendance trends
- Develop an individualised attendance improvement plan with parents with clear expectations
- Refer to external truancy services if attendance does not improve
- Continue to build strong relationships and celebrate attendance progress, no matter how small
- Refer students to Attendance Service or to Ministry of Education if the absence is 20 days or more.

ROLES AND RESPONSIBILITIES :

- Students - Attend every day and communicate reasons for any absence
- Parents / Whanau - Notify school of absences and engage in support planning.
- Teachers - Monitor, report, and support early interventions
- MOE have the power to prosecute parents of persistent non attenders

RECORDING AND MONITORING ATTENDANCE AND LATENESS :

- Attendance is recorded 'twice daily' and whole school data is reviewed daily.
- Unjustified absences and patterns of concern are flagged automatically.
- Follow-up actions are logged in the Student Management System.
- If students are late to school i.e. after 8.55 they must check in at the office to receive a late pass notice. The office will amend the class roll accordingly

COMMUNICATION AND REVIEW :

- This policy will be shared with all staff and whānau annually.
- Attendance expectations and steps will be included in enrolment packs and newsletters.

- Policy will be reviewed annually or as directed by MOE policy updates.

LEGISLATIVE AND MOE ALIGNMENT :

This policy aligns with :

- Education and Training Act 2020
- MOE Attendance and Engagement Strategy 2022 - 2026
- MOE Attendance Codes and Guidelines (2025 update).
- Education and Training Act 2020 - Amendment 2025

—oo0oo—

Reviewed and Updated to Reflect Current Legislation: 20 June 2025