

Attendance

Introduction

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

Board responsibilities

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 attend when it is open for instruction (Education and Training Act 2020 s36).

The board will comply with the provisions in the legislation in relation to student attendance by:

- having a commitment to support students return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing this attendance management procedure on the school's website

Principal/Deputy Principal responsibilities

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded to and recorded
- ensure all students, whānau and staff understand the processes and procedures that support student attendance
- report to the board on any trends, barriers to attendance and interventions being used to support student attendance.
- provide the Every Day Matters Attendance Report to the school board each term showing the analysis of data and trends.
- The principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register and the follow-up procedures for non- attending students.
- Patterns of attendance and specific interventions being used will be evaluated by the senior leadership team termly to review outcomes and effectiveness of these interventions

School Hours:

- The school is 'open for instruction' 394 half days per year between 9:00am– 3pm (or as otherwise advised by MOE).

DAILY ATTENDANCE PROCESSES:

- Teachers record student attendance on the SMS before 9:15am and at 2pm after the lunch break. If the network/internet is down, teachers will use one of the register paper copies that can be found in their emergency bag. When completed they will hand it into the office.
- Teachers will mark a present student as 'P' and an absent student marked as '?'.
● Admin staff will check all '?' and record the reason for each absence, using the appropriate attendance code.
- If students are on trips, paper registers or the SMS app can be used to inform the office of student attendance.

Relieving Teachers:

- Relieving Teachers will be issued a paper register to complete and send back to the office.

If the roll is not marked:

- If the roll has not been completed the office will send a runner to that classroom asking them to complete it.

Parent Responsibilities:

- Parents are responsible for notifying the office of student absences. This is done by phone, text message, appropriate apps, face to face, written note or email, either before or on the day of absence.
- The notification must include: the student's full name, room number, date of absence and reason for absence.
- Parents may take their children out during the school day (e.g. for appointments) with prior notification with the school office. If parents have communicated with the class teacher, the class teacher will forward this information to the office.
- Students must be signed out by parents/caregivers on collection at the office. Children are not permitted to wait at the school gate. When/if the student returns to school later in the day, the student is required to sign back in at the school office.
- Impending absences: Parents/caregivers need to advise the school of any impending absence ahead of time. For special family occasions or trips, this is indicated through the completion of the "Student Leave Form" (refer to school website or a paper copy held in the office).

Contacting parents of absent students:

- Admin staff will contact parents/caregivers if the school has not been informed of the reason for being absent. This contact will be made as soon as possible.
- Contact will be made by text to determine the reason for non-attendance in the first instance and a phone call if no response is received.
- If no contact can be made, a message will be left if possible, and then a second contact number may be called. If no contact can be made and there are reasons for concern, Admin staff will consult with senior leadership as to next steps.
- When an explanation is received, the Admin staff will enter the appropriate code into the SMS.
- If no satisfactory explanation for an absence has been received by the school, the absence will be recorded as 'truant'. Parents are made aware of the coding procedure when first

contacted. If a satisfactory explanation is subsequently received then the coding of the absence will be changed.

Late Students:

- Students who are late to school need to report directly to the office to inform them of their arrival and fill in the 'late book'. They will be given a late slip demonstrating that they have signed in. If late students go directly to class and do not have a yellow late slip, the teacher will send them to report at the office.
- Admin staff will record the lateness in the SMS register using the "L" code.

Students found to be missing during the school day:

- If a student is found to be absent without explanation during the course of the school day, it is first and foremost a personal safety issue before being an attendance issue.
- Teachers must notify the school office immediately and available personnel will conduct a search of the school property and/or surrounding area. NB: Refer to missing child section of the Emergency Management Plan.
- Admin staff will contact the parents/caregivers if the child cannot be located within a reasonable time frame e.g. 15mins.
- Senior staff available will form an action plan with parents.

School reports and individual records:

- The student management system automatically records attendance and punctuality.

Other learning facilities:

- In the case of a student who is engaging in learning that is taking place, not under the direct supervision of the school, the Principal will use their discretion to decide how this absence is coded. Each case will be taken on its merits.

Providing school work for absent students:

Teachers are not obliged to provide instructional material for children absent from school, but may do so on a 'case by case' discretionary basis or on advice from the Principal.

SCHOOL STEPPED ATTENDANCE RESPONSE:

The Deputy Principal is responsible for ensuring school procedures, information on attendance and absence protocols are up to date and available to parents through the school website.

Each case will be dealt with on its individual circumstances, however, the following chart outlines the generic process used.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term 90% attendance or higher	Up to 10 days absence in a term 80-90% attendance	Up to 15 days absence in a term 70-80% attendance	15 days or more absence in a term 70% attendance or less
Whānau	Whānau	Whānau	Whānau
<ul style="list-style-type: none"> Ensure student attends every day they are able Reinforce good attendance habits Support other whānau to reinforce good attendance habits Follow school attendance management plan and procedures 	<ul style="list-style-type: none"> Return student to regular attendance Contact school to discuss reasons for absence and impact on learning Support student to catch up on missed learning Engage in supports offered 	<ul style="list-style-type: none"> Return student to regular attendance Participate in meetings with school to discuss reasons for absence and to collaborate on a support plan Implement strategies at home 	<ul style="list-style-type: none"> Return student to regular attendance Engage in support plan Participate in regular meetings Engage with relevant support agencies
Kura	Kura	Kura	Kura
<ul style="list-style-type: none"> Communicate with whānau about every absence Maintain contact details of all parents Parents/ caregivers have access to their child's attendance through the HERO platform 	<ul style="list-style-type: none"> If Classroom Teachers notice absenteeism for a particular student, they will contact the parent/ caregiver in the first instance to discuss this matter and offer support. If no improvement is seen the teacher will inform the Deputy Principal of the poor attendance, unexplained absences and / or ongoing lateness. Admin staff will notify the Deputy Principal of any concerns they notice. 	<ul style="list-style-type: none"> Contact parents to escalate concerns Hold meeting to discuss reasons for absence and to collaborate on a support plan 	<ul style="list-style-type: none"> Contact parents to inform of escalated response Request support from Attendance Service or other agencies as needed Participate in multi-agency response Maintain implementation plan

Truancy:

- For the purpose of acting on cases of truancy, Paraparaumu Beach School defines truancy as persistent failure to attend school, unjustified absence from school and/or continually poor punctuality. Poor communication on behalf of the parents / caregivers is often present.

Student transfers:

- When a student transfers to another school the Admin staff must withdraw a student from ENROL within 5 days of their last day of attendance. A student must be registered on ENROL within 5 days of their first day of attendance at a new school. If a student does not

enrol at a new school within 20 days the school will be instructed to complete an online NETS form (through ENROL).

Emergency evacuation- roll call:

During an evacuation, the Admin staff will take emergency box containing class rolls, the daily absence list (the late book, the sign in and out book and the visitors book to the assembly point). This will act as a back-up roll for any teacher unable to grab their emergency back pack.

- If a student is unaccounted for, the teacher will inform their Team Leader who will ask the Admin staff to cross check absent students through the SMS (if mobile access is available) and / or other documents. For further information on next steps, refer to the school Emergency Management Plan.

Archiving of electronic attendance registers:

At the end of each year Admin staff will print out a hardcopy of the summary pages for each class. These will be filed annually and held in archives for 7 years.

Legislative compliance

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education \(School Attendance\) Regulations 2024](#)

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