

PAKARAKA SCHOOL ATTENDANCE MANAGEMENT PLAN

Approval	Date approved at Board Mtg January 2026 Presiding member	Published on 10/02/2026	Pakaraka.school.co.nz
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Our attendance management plan reflects our School vision of; “encouraging and maintaining enthusiasm for learning.” This underpins our approach to attendance.

The plan outlines how we monitor student attendance and respond to student absences with the goal of supporting and improving attendance - so all akonga here can maintain enthusiasm for learning. Our plan has regard to Ministry of Education attendance guidelines, including the stepped attendance response (STAR). We seek feedback from the school community when reviewing our plan.

Attendance Objectives & Strategic Priorities

Regular school attendance is important 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.

The government has set a national target of 80% of students attending school at least 90% of the time by 2030. This means that tamariki should be absent for **no more than one day a fortnight**. Pakaraka Schools strategic goals through our annual implementation plan aims to meet the Governments goals by 2030

Our attendance management plan reflects our strategic goal; to **ensure all learners are supported to strive towards their own personal excellence**.

Baseline Data informing our Attendance Management Plan

Term 2 Attendance 2025 (from Every Day Matters)

Regular Good Attendance	Worrying / Irregular Attendance
51%	20%
	Concerning/ Moderate Attendance
	11%
	Very concerning/Chronic Attendance
	18%

What would success look like?

Success would be an increase to Regular/Good Attendance, whereby more of our tamariki 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 tamariki and whānau with Worrying/Irregular Attendance.



ANNUAL TARGET: All

Regular Good Attendance	Worrying / Irregular Attendance
51% 5% ↑ <u>56%</u>	20% 5% ↓ <u>15%</u>

Rationale for a goal of 5% increase:
 From Term 2 2024 to Term 2 2025, our Regular Attendance improved 14%.

We are therefore setting a realistic target to move at least 5% from Worrying/Irregular Attendance to Regular/Good Attendance. We aim to increase Regular Attendance by 5% every year, which would meet the government target of 80% of children attending 90% of the time by 2029.

ANNUAL TARGET: Māori

Regular Good Attendance	Worrying / Irregular Attendance
21%  6%	15%  6%
<u>27%</u>	<u>9%</u>

Rationale for 6% increase

Māori students make up 48% of our school role.

A strong target will help reduce the attendance in equity of our Māori learners compared to all learners. If we move 6 % from worrying to regular there would be a better attendance from Māori learners. Success in reaching this target means we would be on track to meet the government of 80% of Tamaki attending 90% of the time by 2029.

ATTENDANCE POLICY

At Pakaraka School, we recognise that regular attendance is crucial for student achievement. The board ensures we meet all legislative and regulatory requirements around student attendance including recording and monitoring attendance and following up absences and attendance concerns.

We expect students and their parents/guardians/caregivers to work with us to make sure students attend school regularly.

Pakaraka School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamariki 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 Pakaraka School attend when it is open for instruction (Education and Training Act 2020 s36).

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Acts24). 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

We ensure that all attendance-related procedures, documentation, and records comply with privacy requirements. We keep attendance records for the length of time required by the School Records Retention and Disposal Schedule.

The Principal ensures that the school:

- Keeps attendance records for each student enrolled at the school each half-day that it is open for instruction
- Has an absence notification process to enable the accurate and timely collection of attendance records.
- Pakaraka School uses a Ministry-approved Electronic Register 'eTap'
- uses Ministry-approved attendance codes to record attendance or absence for each student for each half-day the school is open for instruction
- Through e-Tap provides these attendance records to the Secretary of Education at the end of each school day.

Further supporting information can be found at [Pakaraka Schooldocs Attendance Policy](#)

Attendance Management Procedures

Communicating with Whānau

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

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

- Information regarding attendance in new enrolment information packs.
- Communication in the weekly Pānui
- Korero at Learning Conferences and meet the teachers days
- Korero on enrolment
- Facebook reminders
- We share attendance expectations with the students daily in class at roll call and weekly at assembly.
- Phone calls with whānau when needed

Recording Attendance

Kaiako Responsibilities

- Roll to be taken by the Akomanga Kaiako **By 8:40am.**
- Send any tamaiti who arrives late to school to report to the Tari to register that they are late on e-Tap.
- Afternoon roll must be taken **By 1.15pm.**
- 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.
- 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. – DAILY – The Administration Support staff:

- Check the texts and emails and take phone calls of absences in the morning.
- Check all classes' attendance on eTap from 8:50 am.
- Any children marked with a ? are then followed up:
- A text is sent out to all children who are marked with an ?
- When replies are received update the absence with the appropriate code.
- If no reply is received, the child is marked as Truant.
- Check the afternoon roll from 1.20pm.
- Monthly reminder in newsletter and on facebook.

Whānau Responsibilities

Whānau have legal obligations to ensure their tamariki attend school. We expect whānau to:

- Notify the kura as soon as possible if their tamaiti 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 and how we can support in removing barriers to attendance.

Monitoring Practices

Principal Responsibilities

- Every Week Check patterns of attendance.
- Check for any erroneous coding
- Follow up on Truant codes if no communication has been had with the whānau.
- 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 each teacher and securely stored for 7 Yrs

Board of Trustees Responsibilities

- Monitor and measure progress in attendance, including the board & government targets.

Attendance patterns and concerns will be discussed at Ngatikawa Leadership hui.

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

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school 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
Whānau	Whānau	Whānau	Whānau
<ul style="list-style-type: none"> • Ensure student attends every day they're able. • Reinforce good attendance habits • Support other whānau to reinforce good attendance habits • Follow school attendance plans 	<ul style="list-style-type: none"> • Return student to regular attendance • Contact school to discuss reasons for absence & impact on learning • Support student to catch up on learning • Engage in support. 	<ul style="list-style-type: none"> • Return student to regular attendance • Participate in meetings with school to analyse 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.
Kura	Kura	Kura	Kura
<ul style="list-style-type: none"> • Communicate with whānau about all absence • Maintain contact details of all parents • Provide students with regular updates on their own attendance • Support student: attending school to continue learning if unable to attend school every day, including using MOE approved wellbeing or transitional plans, or health schools. • Where appropriate to access other education pathways. 	<ul style="list-style-type: none"> • Contact parents to discuss reasons for absence and impact on learning • Support student to catch up missed learning. • Use in-school resources as appropriate to remove barriers, eg: counsellor, alternative timetables, PB4L 	<ul style="list-style-type: none"> • Contact parents to escalate concerns • Hold meeting to; analyse reasons for absence, collaborate on a support plan • Develop and implement a support 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 Attendance Service or other agencies as needed 	<ul style="list-style-type: none"> • Inform parents of escalated response. • Request support from Attendance Service or other agencies as needed • Participate in multi-agency response • Maintain monitoring support plan • Undertake school-led prosecution, or request MOE led prosecution, when considered appropriate if supports are offered and not taken up • Unenroll student not returning