



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

### **Mt Eden Normal Primary School Attendance Management Plan**

Regular school attendance is vital for the success, wellbeing, and hauora of our tamariki. At Mt Eden Normal Primary School, we believe that attending school every day supports tamariki to build strong foundations for learning, positive relationships, and social development. Consistent attendance enables learners to engage fully with the curriculum and make steady progress over time.

Regular attendance is strongly linked to achievement success, as tamariki are able to build on their learning without interruption.

The Government has set a national target of **80% of students attending school at least 90% of the time**. This means tamariki should be absent for no more than **one day per fortnight** to ensure they can experience ongoing success at school.

Mt Eden Normal Primary School is committed to working in partnership with whānau to promote regular attendance and to identify and respond early to barriers that may impact attendance.

## Board Responsibilities

In accordance with the **Education and Training Act 2020**, all students aged between six and sixteen years must be enrolled at school (s35). Once enrolled, attendance is compulsory unless an exemption has been approved by the school and the Ministry of Education.

The Mt Eden Normal Primary School Board takes all reasonable steps to ensure that students attend school whenever it is open for instruction (s36).

The Board fulfils its responsibilities by:

- Demonstrating a clear commitment to supporting students to return to, and maintain, regular attendance
  - Ensuring processes and procedures are in place to support a **Stepped Attendance Response** using data-based thresholds
  - Ensuring all absences are accurately recorded and responded to appropriately
  - Monitoring attendance data to identify patterns, trends, and barriers to attendance
  - Publishing this Attendance Management Plan on the school website
  - Reviewing attendance data and reports to guide strategic decision-making
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## Principal Responsibilities

The Principal is responsible for:

- Developing and implementing a **Stepped Attendance Response** aligned with national thresholds
- Ensuring student absences are investigated, responded to, and actions recorded in line with agreed procedures
- Ensuring staff, students, and whānau understand attendance expectations, processes, and procedures

- Reporting to the Board on attendance trends, barriers, and interventions
- Providing regular **attendance reports** to the Board, including analysis of data and trends

### Monitoring and Reporting

- Daily attendance data is monitored and maintained by school leadership, in conjunction with the school office.
  - The Board receives **attendance data** as part of the Principal Report.
  - Reports identify emerging trends, attendance concerns, barriers, and the effectiveness of interventions.
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### Legislative Compliance

This plan aligns with:

- Education and Training Act 2020
  - Education Attendance Rules
  - Education (School Attendance) Regulations 2024
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### Attendance Management Procedure

#### Stepped Attendance Response (STAR)

#### What Does Success Look Like?

Success at Mt Eden Normal Primary School is demonstrated by satisfactory levels of **Regular/Good Attendance**, with tamariki attending school consistently.

Management of this involves addressing **Concerning/Irregular Attendance**. Targeted support for these learners and their whānau can make the most significant positive impact on overall attendance outcomes.

While all attendance categories are monitored, priority is given to early intervention and partnership with whānau where attendance is becoming irregular.

## Family Responsibilities

Parents/caregivers have a legal obligation to ensure their children attend school regularly (Education and Training Act 2020, s244). At Mt Eden Normal Primary School, we expect whānau to:

- Notify the school as early as possible if their child will be absent or late
  - Wherever possible, arrange appointments and travel outside school hours or during holidays
  - Work collaboratively with the school to address attendance concerns
  - Engage with support strategies offered by the school
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## School Responsibilities

Mt Eden Normal Primary School has clear systems to record, monitor, and respond to attendance and share attendance expectations with whanau, staff and students. Staff are responsible for reinforcing these expectations consistently.

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## Roles and Responsibilities

### Principal

The Principal will:

- Delegate attendance monitoring and follow-up responsibilities
- Ensure accurate recording of attendance using electronic systems
- Oversee responses at identified thresholds
- Ensure serious or ongoing attendance concerns are escalated appropriately
- Ensure attendance patterns and interventions are reviewed termly by the SLT/Pastoral Team

## Teacher Responsibilities

- Morning roll taken **at the start of each school day**
  - Afternoon roll taken **straight after lunch**
  - Any children arriving late must report to the Office to be registered on HERO/Vistab
  - Teachers should ensure students arriving after roll has been taken have reported to the Office
  - Notes should be added to attendance records when whānau have advised reasons for absence
  - Paper absences are only used when required (e.g. relievers or system outages)
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## Office Responsibilities

- Receive absence notifications via phone, text, and email
- Check attendance records from all classes at **9:15am**
- Follow up all unexplained absences:
  - Text sent to whānau for students marked with “?”
  - Attendance codes updated upon response
  - If no response is received after all reasonable efforts have been made to contact caregivers, the absence will be recorded as truant
- Monitor afternoon attendance from 2pm

## Stepped Attendance Response Activities

All actions taken in response to attendance concerns are recorded in the school's Student Management System. Actions may be taken at **any threshold**, depending on individual circumstances.

Attendance Category	Days Absent per Term
Good Attendance	0 - 4.5 days
Worrying Attendance	5 - 9.5 days
Concerning Attendance	10 - 14.5 days
Very Concerning Attendance	15 + days

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### Family Actions

- Reinforce daily attendance habits
- Communicate with the school about absences
- Participate in meetings and support plans
- Implement agreed strategies at home

### School Actions

- Communicate with whānau about absences
- Identify and address barriers using in-school supports
- Escalate concerns as thresholds are reached
- Develop and implement tailored support plans
- Engage external services (e.g. Attendance Service) when required
- Participate in multi-agency responses where appropriate