

Wairakei Primary School Attendance Handbook  
2026 to 2028

## Our Vision Rising to Success

## Our Values POWER - Pride Opportunity Whanau Excellence and Respect

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#### Legal Obligation

Students at registered schools required to attend whenever schools are open

Except as provided in this Act, a student is required to attend a registered school whenever it is open if the student—

- (a) is required to be enrolled at a registered school;
- (b) is aged 5 years and is enrolled at a registered school.

A board or sponsor must take all reasonable steps to ensure that the school's students attend the school when it is open.

For the purposes of this section, a student attends a school on any day if, on the day, —

- (a) it has been open for instruction for 4 hours or more; and
- (b) the student has been present for 4 hours or more when it was open for instruction.

### Rationale

Consistent attendance is a critical factor in student achievement and wellbeing. Data continues to show a strong correlation between low attendance and low academic outcomes—students who are regularly present in class are more likely to engage in learning and achieve success.

Under New Zealand law, all students aged 6 to 16 are required to attend school every day. Ensuring this happens is a shared responsibility across our school community. When students attend regularly, they are more likely to feel connected to their peers, teachers, and learning environment—key elements that support both academic and personal growth.

There are many reasons why students may not attend school, and improving attendance requires a proactive, coordinated approach. This handbook outlines the roles and responsibilities of all staff, as well as the targeted strategies we will implement as part of our commitment to the Stepped Attendance Response Plan. Our collective goal is to raise overall attendance to at least 80%, with a focus on early identification, timely intervention, and strong relationships with whānau.

Accurate attendance marking is not only a professional expectation—it is a legal requirement. Attendance data is used for a range of purposes, including legal matters such as custody arrangements, and is now automatically uploaded daily to the Ministry of Education. This makes accuracy and timeliness more important than ever.

By working together and following the steps outlined in this plan, we can ensure that every student at Wairakei Primary School has the opportunity to succeed through regular, meaningful engagement in learning.

### Roles and Responsibilities

Students	Expected to attend every day, arrive on time, and remain on-site during the school day from 9 am to 3 p.m.
Whānau and Caregivers	Ensure student attendance and inform the school of absences on the day. To notify the school when a child is going to be away. To work with the school when continual absences occur. To answer the communion sent regarding attendance
Teachers	Mark attendance accurately at the beginning of the day by 9.15 a.m. and at the beginning of lunch 1 p.m. Engage students in fulfilling purposeful learning. good attendance. Identify concerning patterns of absence. Discuss concerns with Team Leader at weekly attendance hui. Notify the office is attendance patterns are interfering with learning Record contact on eTap
Team Leaders	Communicate with students about their attendance, observe patterns and report to Senior Leadership Team. Monitor weekly attendance data, support mentors, and intervene when attendance patterns emerge. Reinforce school wide expectations on attendance Record contact on eTap
SLT	Lead the attendance strategy, support interventions, and oversee referrals to external agencies. Communicate with parents on school expectations for attendance Report the board on patterns and trends for attendance Record contact on eTap
Support staff LSC and Senco	Track daily data, contact whānau, and coordinate with external agencies as needed. Provide data to weekly attendance hui.

Contact parents daily for absent students.
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Attendance Procedures	
Teachers	<p><b>DAILY</b> Accurately mark the roll in every class. Follow up on unexplained absences promptly.</p> <p><b>WEEKLY</b> Monitor attendance patterns and refer concerns to Team Leaders. Celebrate consistent attendance in class and team assemblies.</p> <p><b>REGULARLY</b> Communicate with whānau about attendance patterns, both good and concerning. Support catch-up learning for returning students.</p>
Team Leaders	<p><b>DAILY</b> Monitor flagged students and intervene immediately.</p> <p><b>WEEKLY</b> Review attendance data for all mentor classes. Support Teachers and contact whānau for students &lt;90%.</p>
SLT	<p><b>DAILY</b> Support roll compliance.</p> <p><b>WEEKLY</b> Meet with SLT about interventions and referrals.</p> <p><b>REGULARLY</b> Lead responses to chronic absence. Refer students to the Attendance Service after 20+ days of absence.</p>
Support Staff LSC and SENCO	<p><b>DAILY</b> Track student attendance and flag concerning trends. Contact whānau for unexplained absences.</p> <p><b>WEEKLY</b> Provide Weekly hui with the attendance data generated by eTap</p> <p><b>REGULARLY</b> Conduct home visits and escalate concerns to external services. Support SLT with reporting and data management.</p>

## Attendance Thresholds and Responses

- Green Zone ( $\geq 90\%$ ) – Teachers affirms attendance, teacher celebrates, minimal intervention required.
- Yellow Zone (80–89%) – Senior Leaders contacts whānau, may introduce an attendance plan.
- Orange Zone (70–79%) – Attendance team meets with student and whānau.  
Plan created with Support Staff, LSC or Senco
- Red Zone ( $< 70\%$ ) – SLT leads intensive intervention. External agencies involved where needed.

## ATTENDANCE MANAGEMENT PLAN: FLOW DIAGRAM

	GREEN: 90% attendance (5 days per term)	YELLOW: 80% attendance (10 days per term)	ORANGE: 70% (15 days per term)	RED: Less than 70%
Step 1	Daily: Teachers mark the roll. Notice trends			
Step 3	Daily: School office sends absence messages by 9.30 a.m.			
Step 4	Weekly: Calls logged. No Record contact on eTap			
Step 5		Communication with parents Teams discuss attendance data at regular meeting. Notes written by Fellow Attendance hui – patterns identified. SLT refer to Office who contacts home and log calls.		
Step 6			Referrals to SLT Weely: hui and manager assigned for referral	
Step 7			Letter developed and loaded on ETAP In-school request for barrier and counselling support	
Step 8				SLT refer to attendance service or interagency support. Taken off roll after 21 days.

Code Group	Sub-Group	Code	Examples
Present	On-site	P – Present	In class and present
		L – Late to class	Late to class and present
		N – Present but out of class	Internal appointment On-site school-based activity e.g. cultural / sporting event like 9 Temporary removal from class Time in sickbay
	Off-site	D – Approved external appointment	If a student cannot attend an appointment out of hours e.g. Medical appointments (doctor, dentist), specialist appointments appointments with other professionals (e.g., counsellor, social
		Q – Board approved offsite learning	Tangihanga Cultural / Arts / Sports event Performing / Playing / participating in a regional or national school event Overseas BUT committing to a learning program. Wellbeing plan or flexible learning plan = Q on days off Attending an offsite program for IEP
		A – Alternative provision	Students present at Health school
Absent	Justified Absences	M – Illness / Medical absence	Absent due to illness (includes health-related e.g. anxiety)

Code Group	Sub-Group	Code	Examples
		J – Explained and approved	Family arrangement Overseas holiday (no work or commitment to [work])
		U – Stood down or suspended	Stood down or suspended
	Unjustified Absences	T – Truant	Student is absent without explanation
		E – Explained but not approved	Absent without justifiable reason e.g. Didn't come to school because of sports day Went to watch siblings school production
		G – Holiday during term time	Holiday taken. Student refuses to commit to study or learning program.
		? – Unknown reason (temporary)	This is a TEMPORARY code. This will be updated once the reason is specified.

<p>Wairakei Primary School Attendance Management Plan Communication – Monitoring -- Support – Reporting – Teaching and Modelling</p>			
<p>For students with less than 5 days absence in a school term - 90% + attendance</p> <p>Goal - To maintain and reinforce regular attendance patterns,</p>			
Activities	What we do	How we do it...	Who is responsible
<p>Communication</p> <p>Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p>Include a newsletter on attendance requirements with enrolment packs, to go out with new students and to remind all students of attendance protocols at beginning of year and each term</p> <p>Explain to parents the codes used to record attendance of each student at enrolment.</p>	<p>Attendance Newsletter introduces attendance team and outlines protocols</p> <p>Attendance letters to update parents of rates and requirements</p> <p>Attendance codes on display</p>	<p>SLT</p> <p>SLT</p>
<p>Monitoring</p> <p>Monitor attendance</p> <p>Communicate to parents about every absence</p>	<p>Roll marked by teachers at 9.15 a.m. and 1.45 p.m. Full staff hui at staff meeting to corroborate data and explain code changes in attendance records. Morning's office identifies students absent for the day. Notify SLT re regular absences.</p> <p>ETap generates the list of students absent for the full day. Contact home on via ETap email or phone calls</p> <p>Gather details at enrolment. Re-establish the details at the start of every year.</p>	<p>SLT generates the data in 2026.</p> <p>Office</p> <p>Office and SLT keep in regular contact with whānau</p> <p>Facebook keep caregivers up to date and celebrate success</p>	<p>Teacher</p> <p>These people are accountable to the SLT</p> <p>SLT office</p>

Maintain contact details of parents	<p>Office checks in on a regular basis when parents visit and notes any updates.</p> <p>Check details at parent teacher interviews. Regularly text and email parents. Share on @school school events and when students are recognised for achievements.</p>		SLTs conduct enrolments
<p>Reporting</p> <p>Provide students with regular updates on their own attendance</p> <p>Report regularly to parents on attendance of their child</p>	<p>Weekly update on Friday morning Pastoral conversations with those students at 90-93%.</p> <p>Celebrate high achievers at team assemblies.</p> <p>Data available on school portal. Accurate data on school reports.</p>		SLT
<p>Support</p> <p>Support students to catch up missed learning where required</p>	<p>Teachers build strong relationships with students. Use Harpara to document lesson resources.</p>	<p>Online learning Learning Packs</p>	teacher
<p>Teaching and modelling</p> <p>Use school level PB4L approaches to promote good social and learning environment</p>	<p>Knowledge weekly attendance. Identify students with good attendance and students whose attendance has improved.</p>	<p>Public recognition</p>	<p>Teachers Team Leaders SLT</p>

<p>Wairakei Primary School Attendance Management Plan</p> <p>Communication – Monitoring – Support – Reporting – Teaching and Modelling</p>			
<p>For students with up to 10 days absence in a school term - 80% attendance</p> <p>Goal -To restore student’s attendance to above 90%</p>			
Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<p>Communication</p> <p>Send formal notification and contact parent/ guardian to discuss reasons for absence</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p>At staff meeting teachers identifies the pattern of more than 1- 2 days a fortnight absent. Identify their concern to SLT who contacts the SLT to plan for the student to return to school. SLT records contact home in ETAP.</p> <p>Contact whānau via Absence Message or phone call home, @school</p>	<p>Staff meeting attendance discussion at Staff meeting</p> <p>ETAP - Referral made to team Leaders and SLT.</p> <p>SLT check to see if absence has been explained and if not ring home and make a plan regarding attendance. Plan is to be logged on ETAP.</p> <p>ETAP Absence Message In School Attendance team</p>	<p>SLT</p> <p>SLT</p>
<p>Monitoring</p> <p>Monitor attendance</p> <p>Communicate to parents about every absence</p>	<p>ETAP flags students who have been absent 3 days and then 5 days</p> <p>Monitor contact details of parents are up to date</p>	<p>Teachers uses this to: discuss the week's attendance at staff meeting Team Leaders monitor team data. Reward at team assembly.</p>	<p>Team Leaders and SLT</p>

Maintain contact details of parents			
<p>Reporting</p> <p>Provide students with regular updates on their own attendance</p> <p>Report regularly to parents on attendance of their child</p>	<p>Attendance data live on @School</p> <p>Discussion at parent teacher discussions.</p>		<p>Team Leaders and SLT</p>
<p>Support</p> <p>Support students to catch up missed learning where required</p>	<p>Use of Harpara to enable students to catch up on missed work</p> <p>Teacher supports additional catch up</p>	<p>Ensure students have access to Harpara during school time.</p>	<p>Teacher</p> <p>Team Leader</p>
<p>Teaching and modelling</p> <p>Use in-school resources as appropriate to remove barriers e.g. PB4L</p>		<p>Teachers and Team Leaders request uniform and stationery</p>	<p>Team Leaders and SLT</p>

Wairakei Primary School Attendance Management Plan Communication – Monitoring – Support – Reporting – Teaching and Modelling			
For students with up to 15 days absence in a school term - 70% attendance			
Goal - to re-engage students and increase attendance.			
Activities	What we do (A description of the schools' actions)	How we do it... (Including linked resources)	Who is responsible
<p>Communication</p> <p>Send escalated formal notification to parents</p> <p>Hold meeting to analyse reasons for absence and to collaborate on a support plan</p> <p>Develop and implement a plan tailored to the reasons and circumstances around the child's absence</p>	<p>Letter of concern sent inviting whānau to be part of solution</p> <p>Plan is developed with whanau</p>	<p>Team Leaders makes a referral to SLT</p> <p>Letter sent to whanau Invitation to a meeting</p> <p>Hui held and plan developed and monitored</p> <p>See template</p>	SLT
<p>Monitoring</p> <p>Monitor attendance</p> <p>Communicate to parents about every absence</p> <p>Maintain contact details of parents</p>	<p>Discussion at Team Leaders Hui</p> <p>Absence Message text or phone call home, @School by office</p>	<p>Team Leaders check to see if absence has been explained by and if not refer to SLT via ETAP</p>	Team Leaders and SLT
<p>Reporting</p> <p>Provide students with regular updates on their own attendance</p> <p>Report regularly to parents on attendance of their child</p>	<p>Attendance data live on @School</p> <p>Discussion at parent teacher discussions.</p>		
Support			



Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<p>Communication</p> <p>Send warning notice and make contact to arrange meeting with parents</p>	<p>Call home</p> <p>Arrange a meeting</p> <p>Call for attendance services</p>	<p>Attendance follow up on letter</p>	<p>SLT</p>
<p>Monitoring</p> <p>Implement and monitor improvement plan</p> <p>When criteria are met, follow prescribed processes to un-enrol the student</p>	<p>Team Leaders and SLT</p> <p>After 21 days student is taken off roll and NENs</p>	<p>See template</p> <p>Referral to ASA then take student off the roll</p>	<p>Team Leader supported SLT</p>
<p>Reporting</p> <p>Refer to the Ministry to consider action, including prosecution, when supports are offered and not taken up</p>	<p>Refer students to Interagency Hui - MoE are part of this and Police</p>	<p>Work with interagency teams</p>	<p>SLT</p>
<p>Support</p> <p>Escalate to multi-agency response</p> <p>Participate in multi-agency response</p>	<p>Refer students to Interagency</p>	<p>Work with interagency team</p>	<p>SLT</p>

APPENDIX: Include links here to all other relevant documentation:  
(Optional)

[Communicating with parents about attendance.pdf](#)

OTHER RESOURCES YOU MAY WISH TO USE:

[Blank STAR template.pdf](#)

[STAR Individual Attendance Plans \(Information for School Leaders\) - FINAL.pdf](#)

[Implementing the STAR.pdf](#)

### First Formal notification

Subject Discussion about [student's name]'s attendance  
Tēna koe [parent's name]

I'm reaching out to talk about [student's name] attendance this term, they've been absent for [number of days absent] days this term, which means their attendance rate is currently below [80] %. We know that regular attendance plays a big part in helping students feel connected and succeed in their learning. I'd really value the opportunity to talk with you about how things are going and see how we can work together to support [student's name]'s attend more regularly.

Please let me know if [date] works or send me an [email/message] to arrange a time.

Ngā mihi,

[Staff member's name and role]

### **Escalated formal notification**

Subject header [Student's full name] – Continued low attendance

Tēna koe [parent's name]

I'm getting in touch to talk about [student's name] attendance. We've noticed they've been absent for [number of days absent] days this term, and their attendance hasn't improved as much as we'd hoped since our last kōrero on [date]. We know that regular attendance helps students feel connected, confident, and successful in their learning. We also understand that there can be challenges, and we're here to work with you to find solutions that support [student's name] to be at school more consistently.

Let's meet to create a plan that helps [student's name] get back on track with their learning. I will give you a call, please get in touch with me on [contact details] so we can arrange a time to develop this plan.

Ngā mihi,

[Principal's or deputy/associate principal's name]

### **Warning notice**

Subject heading

Referral / Consideration of Legal action:

Tēnā koe [parent's name]

This is to inform you that [student's name] has not had regular attendance at [school name].  
[give brief details as to absences].

This letter is to inform you of your legal obligation to ensure that [student's name] attends school whenever it is open and request that [student's name] returns to regular school attendance immediately.

School staff have engaged with you on the occasions listed below, to discuss these ongoing absences and attempt to get [student's name] attendance back on track.

[email/letter, date