



ST THERESA'S SCHOOL

ATTENDANCE PROCEDURE

Families are expected to contact the school when their child is either late or absent. This can be completed through the HERO App or by phoning the school office.

ATTENDANCE PRIORITIES

Regular school attendance is important to achieve their educational potential. The government target is that 80% of students will be attending school by 2030.

Our school currently has 74% regular attendance 90% of the time and a target of lifting regular attendance to 80% by the end of 2026.

BOARD RESPONSIBILITIES

The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

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 plan on the school's website.

PRINCIPAL RESPONSIBILITIES

The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensure all students, whanau 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.

Attendance Steps

If an absence message has not been received from the family the school office will call to ascertain the reason for absence.

Teachers are to inform their respective team leader of any attendance concerns, this includes lateness, leaving early and absenteeism. The office will inform the principal of any regular attendance concerns This information along with the data recorded within our SMS (Student Management System) will be discussed at Senior Leadership meetings.

Any communication will be recorded in the Pastoral Care section within our SMS.

Attendance will also be monitored and reviewed by SENCo (Special Education Needs Coordinator) and LSC (Learning Support Coordinator) in the middle and at the end of each term. They will review data and interventions via the Hero system and will look for patterns and ongoing attendance concerns.

4 Categories of Attendance from MOE's (Ministry of Education) STAR- Stepped Attendance Response (plus a fifth category for lateness or early pick ups).

Regular:	Less than 5 days absence
Irregular:	Up to 10 days absence in a school term
Moderate:	Up to 15 days absence
Chronic:	15 days or more across a school term
Lateness or Early Pick ups:	10 or more days of being late or early pick ups

Step 1- Monitoring: Regular: Less than 5 days absence

- Classroom teacher to monitor
- Office to monitor and make contact if no reason given
- Medical certificate to be uploaded to Hero if relevant

Step 2- First attendance letter:

Irregular: Up to 10 days absence in a school term or lateness/early pickups

Lateness or Early Pick ups: 10 or more days of being late or early pick ups

- The first attendance letter is typed by LSC (using school templates), printed to be signed then emailed to the whānau from the office. The letter is also loaded onto HERO and the Student SENCo folder.
 - o **Formal Notice Attendance Letter 1**
 - o **Formal Notice - Lateness Letter**
 - o **Holiday in Term Time**
 - o **Attendance Letter - Illness**

Step 3- Second Attendance Letter:

Moderate: Up to 15 days absence

Continued lateness or Early Pick ups

(Step 2 must be completed before moving on to Step 3)

- The second attendance letter is typed by LSC (using school templates), printed to be signed by the principal or deputy principal, then emailed to the whānau from the office. The letter is loaded onto HERO and added into the student's SENCo folder.
 - o **This letter asks the parents to contact the school or organise a meeting to discuss attendance concerns.**
 - o Principal and SENCo arrange meetings with the parent/whānau and child to discuss the unjustified absence, lateness or early pick ups and support the students return to regular attendance. The meeting is attended by SENCo, classroom teacher, LSC, whānau and principal if appropriate. This letter mentions multi agency interventions (Health Nurse).
 - o Attendance Advisor contacted.

Step 4- Third Attendance Letter: Chronic: 15 days or more across a school term

Formal warning:

- The third letter is emailed to the family if there is no improvement in attendance following the first meeting. A second meeting is requested.
 - o Multi-agencies **must** be included in this meetings (Health Nurse, Attendance Services, MOE, etc)
 - o The Attendance Advisor may be asked to do a home visit with the family.

Step 5: Official referral to Attendance Services

- School initiates a formal referral to Attendance Services
- Choice of: (a) Family Group Conference or (b) Prosecution considered? ASA if no response.

Step 6:

- Report to the board and preparation of Attendance Matters document
- S19 referral to Oranga Tamariki made by the school
- Review FGC plan - recommendations made by Attendance Services

Step 7: Formal warning: Attendance Services Engaged (handed over to them)

- Police letter served as formal notice of the intention to prosecute if not remedied - Attendance Services completes this and serves it
- Parents have 5 days to respond from the date of letter being served, failure to do so Principal informs Attendance Services that there has been no improvement.

Step 8: Engage the MOE Prosecution Policy (they will initiate the process and MOE will follow up):

Contact details for Attendance Services:

attendanceadvisor@issn.org.nz

LINKS TO LEGISLATION

[Education and Training Act 2020](#)

Education Attendance Rules

Education Attendance Management Plan regulations (yet to be passed)

Formulated: November 2025

Approved: November 2025

Reviewed / Ratified: Triennially, November 2028