



Attendance Management Plan

Approval Date:

Board Signature: *M. Douthwaite*

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At Ōhope Beach School we aim for all learners to attend regularly so they can engage, achieve and thrive at school. All students in Aotearoa are legally required to attend school every day, when well, and schools are also legally required to have an attendance management plan in place to support this expectation.

Our plan has been shaped by the attendance data we have gathered over 2024 - 2025. This plan aligns with the government's target for 80% of students to be present for more than 90% of the time.

Analysis of 2024 - 2025 Attendance Data

The attendance rates for our students remain fairly consistent each year. We are still working towards the expected Government target of 80% of the students attending 90% of the time.

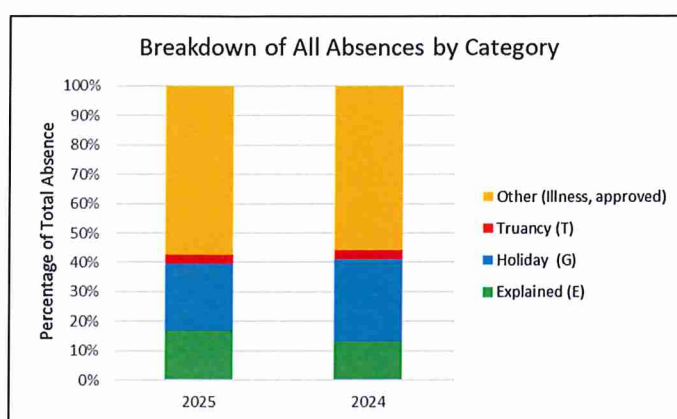
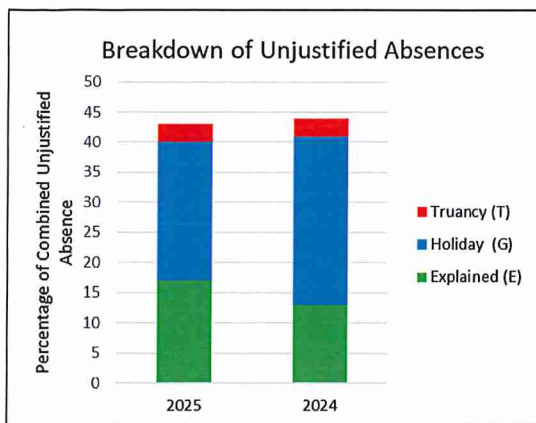
Attendance data 2024 - 2025:

Regular Attendance	2024	2025	Chronic	2024	2025
Term 1	65%	68%	Term 1	4%	4%
Term 2	70%	69%	Term 2	4%	4%
Term 3	47%	56%	Term 3	5%	5%
Term 4	71%		Term 4	4%	

Absence Codes 2024 - 2025:

Code	M - Code		E - Code		G - Code		J - Code		T - Code	
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
Term 1	53%	51%	19%	20%	19%	14%	7%	5%	2%	10%
Term 2	68%	64%	13%	13%	14%	16%	2%	4%	3%	3%
Term 3	51%	48%	13%	17%	28%	23%	5%	10%	3%	3%
Term 4	55%		19%		15%		4%		7%	

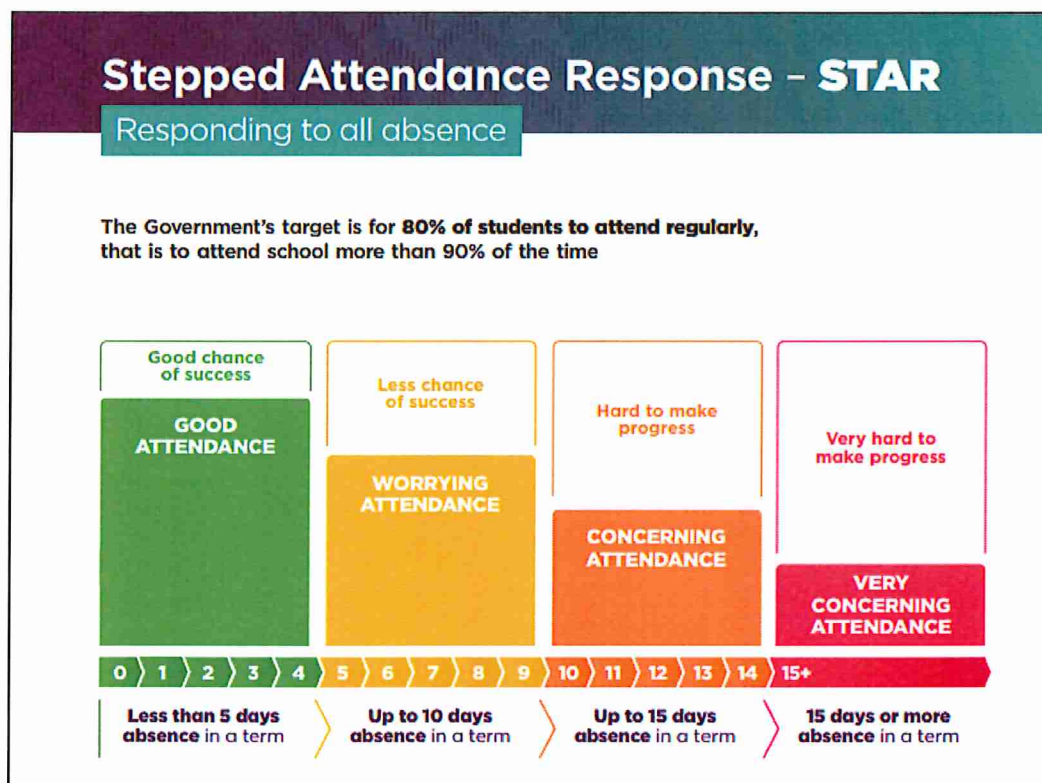
M - Illness / Medical Absence
 E - Accepted but unjustified
 G - Holiday
 J - Explained and Approved
 T - Unexplained / Trivial



In line with the government's target of 80% of students to attend regularly, that is to attend school more than 90% of the time, by 2030.

Our school has a target of 70% we are currently at an average of 56% (To term 3 of 2025)

Our school utilises the Stepped Attendance Response (STAR) to guide when and how we may respond to absences.



Our Student Attendance Policy and Attendance Procedures Policy are available on our School Docs site.

[School Docs Policy Site](#)

The Student Attendance Policy sets out:

- Why attendance is a priority for our school
- Legal requirements about attendance
- Parent/Guardian and student responsibilities
- School hours and supervision

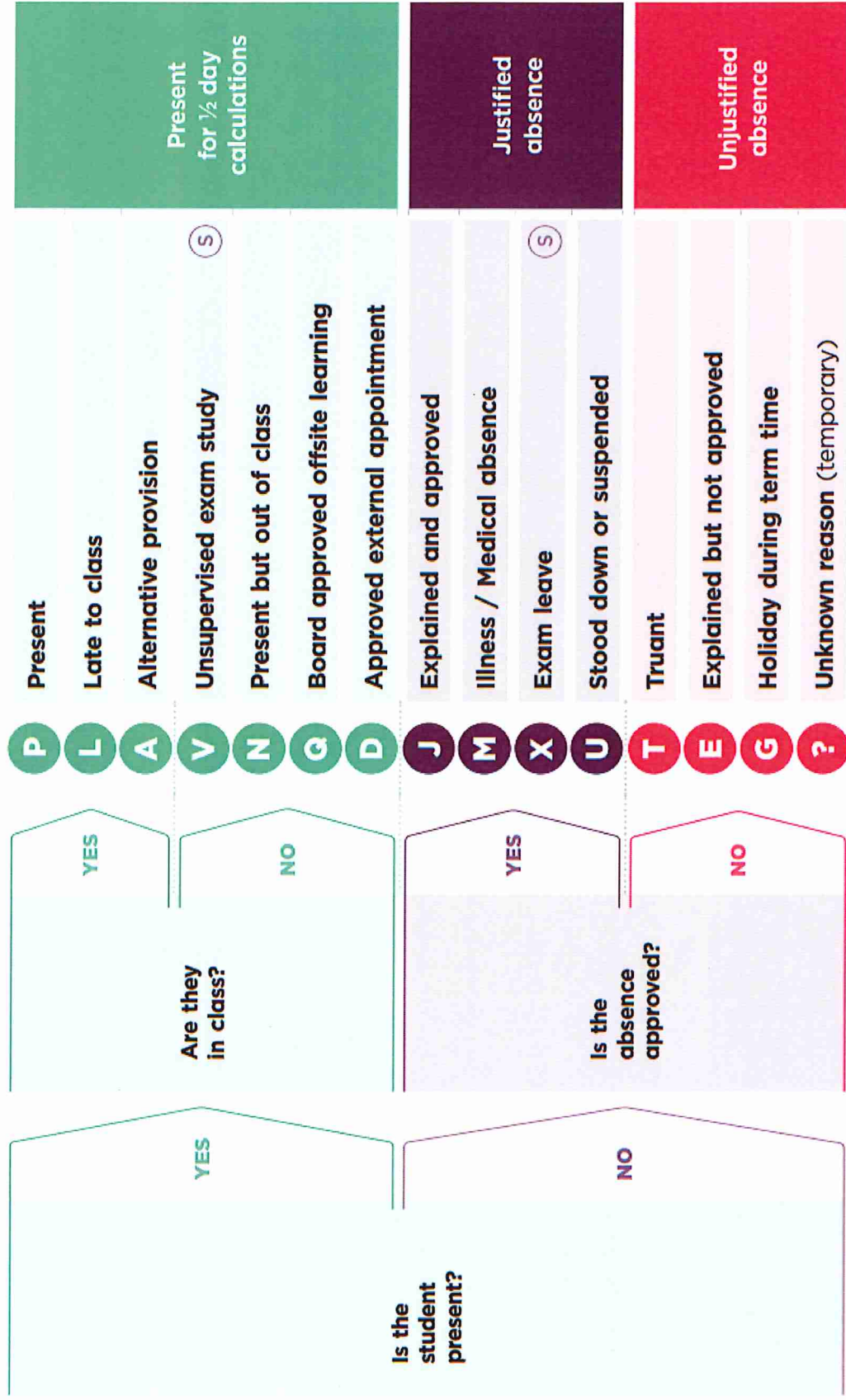
Our Attendance Procedures Policy sets out:

- Recording of attendance
- Monitoring attendance
- Student absences
- Following up unexplained absences

Attendance Management Procedures

Whanau Actions	Teacher Actions	Office Administrator Actions
<ul style="list-style-type: none"> ● If a student is going to be away contact the school and advise them of the absence and give a clear reason for the absence. Saying a child is "not at school today" will not be accepted as an explanation and will be recorded as truant. ● School contact options for communicating an absence: <ul style="list-style-type: none"> ○ Phone the office landline or cell phone ○ Text the office: 027 7503515 ○ Email the office: office@ohopebeach.school.nz ○ Send a message via the school app ● If a student is going to be away for an extended period of time, due to medical issues, advise the class teacher and /or office. ● If a student is going to be away for an extended holiday period please inform the principal, in writing, at least a week prior to the event. ● If a student is going to be away to attend an off site learning experience please inform the class teacher and/or principal. 	<ul style="list-style-type: none"> ● Record daily attendance, using the MOE codes. Attendance is recorded each morning and afternoon using our SMS - eTap. ● If a reliever is in the class the attendance is recorded on a class list in the appropriate class relieving folder. This is taken to the office and attendance is recorded in eTap by office staff. ● Students must be sighted when the teacher is recording the attendance. ● Monitor daily attendance rates and note any patterns or concerns. Bring any concerns to the attention of the team lead at fortnightly team meetings. ● Ensure the student is engaged in learning and is socially interacting when present. ● Make contact with whanau via phone, SeeSaw and /or face to face to discuss any attendance concerns. ● Record contact dates, and any followup from discussions, in the SMS - eTap. ● If student attendance improves, monitor and support continued attendance. ● Students are not to mark eTap - teachers are responsible for marking the roll on eTap 	<ul style="list-style-type: none"> ● Ensure all attendance registers are completed daily, morning and afternoon. ● Check all communication tools for any whanau notifications. ● If a question mark is recorded, in the attendance register, make contact with the whanau to ascertain the reason for the absence. ● Record any information received, about an absence, in the comment box in the SMS - eTap. Change the ? to the appropriate code for the absence. ● Any student arriving late (after the 8.30am bell) is to enter school via the office and receive an "I have been to the office" card. This card is given to the teacher so that they know the student's attendance has been recorded in eTap. ● Follow up on any absences that we have not been notified of. Phone the whanau and request a reason for the absence. ● Remind whanau to record the details of any student leaving early in the "Student Sign Out Book" in the office. ● Retain and scan all attendance class lists used when relievers are in the class.
Leadership Actions	Learning Support Coordinator	Ōhope Beach School Policies
<ul style="list-style-type: none"> ● A section of each leadership meeting is dedicated to attendance. ● Monitor and discuss any students of concern and actions that may be taken to support improved attendance. ● Students to be treated on a case by case basis, taking into account all the factors we are aware of. ● The Principal reports on attendance at each Board meeting. ● Review the "Attendance Matters" termly reports ● Ōhope Beach School will communicate attendance expectations and procedures through the school newsletter regularly. 	<ul style="list-style-type: none"> ● Following discussions at the leadership meeting follow up any students of concern: <ul style="list-style-type: none"> ○ Meet with whanau and set up a support system ○ Incorporate positive reinforcement of improved attendance ○ Investigate any learning support that may support attendance ○ Attendance Service referral 	<ul style="list-style-type: none"> ● Student Attendance ● Attendance Procedures

Attendance Code Decision Tree



For more information visit: [education.govt.nz/attendance-register](https://www.education.govt.nz/attendance-register)

Attendance Code Descriptions

Present for ½ day calculations

P Present

Student is present in class. This includes supervised dual tuition with Te Kura.

L Late to class

Student is late to class. Schools set the threshold for lateness (e.g. 10 minutes) in their school policy.

A Alternative provision

Student is present in a Ministry-approved alternative provision, such as a teen parent unit, alternative education, secondary-tertiary program, health school or activity centre.

V Unsupervised exam study ^(S)

Student is present in an examination or unsupervised study where the student is on-site.

N Present but out of class

Student is present but out of class due to an on-site school activity (cultural or sporting event), internal appointment, temporary removal from class, or time in the sickbay.

Q Board approved offsite learning

Student is present in Board-approved off-site learning, including courses, school-organised activities, and work experience.

D Approved external appointment

Student is present but has a medical appointment which is unable to be scheduled outside of school hours (e.g. doctor or dentist and includes travel time) or is participating in court proceedings.

Justified absence

J Explained and approved

Student is absent due to explained and approved reasons (e.g. family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings).

M Illness / Medical absence

Student is absent due to illness or medical reasons, including mental health-related absences (e.g. anxiety).

X Exam leave ^(S)

Student is absent studying offsite preparing for exams. NOTE: Time allocated to this code is not included in Ministry attendance calculations.

U Stood down or suspended

Student is absent due to formal stand down or suspension. This code applies to the period of the stand-down or suspension, excluding the day it was imposed.

Unjustified absence

T Truant

Student is absent without explanation or permission from a parent / caregiver (e.g. skipping class)

E Explained but not approved

Student is absent and the reason provided does not meet the school's policy for a justifiable absence (e.g. a parent states their child didn't want to attend sports day).

G Holiday during term time

Student is absent due to a holiday taken.

? Unknown (temporary)

Temporary code used when the reason for a student's absence is initially unknown. This will be updated once the reason is confirmed.

Students of Concern

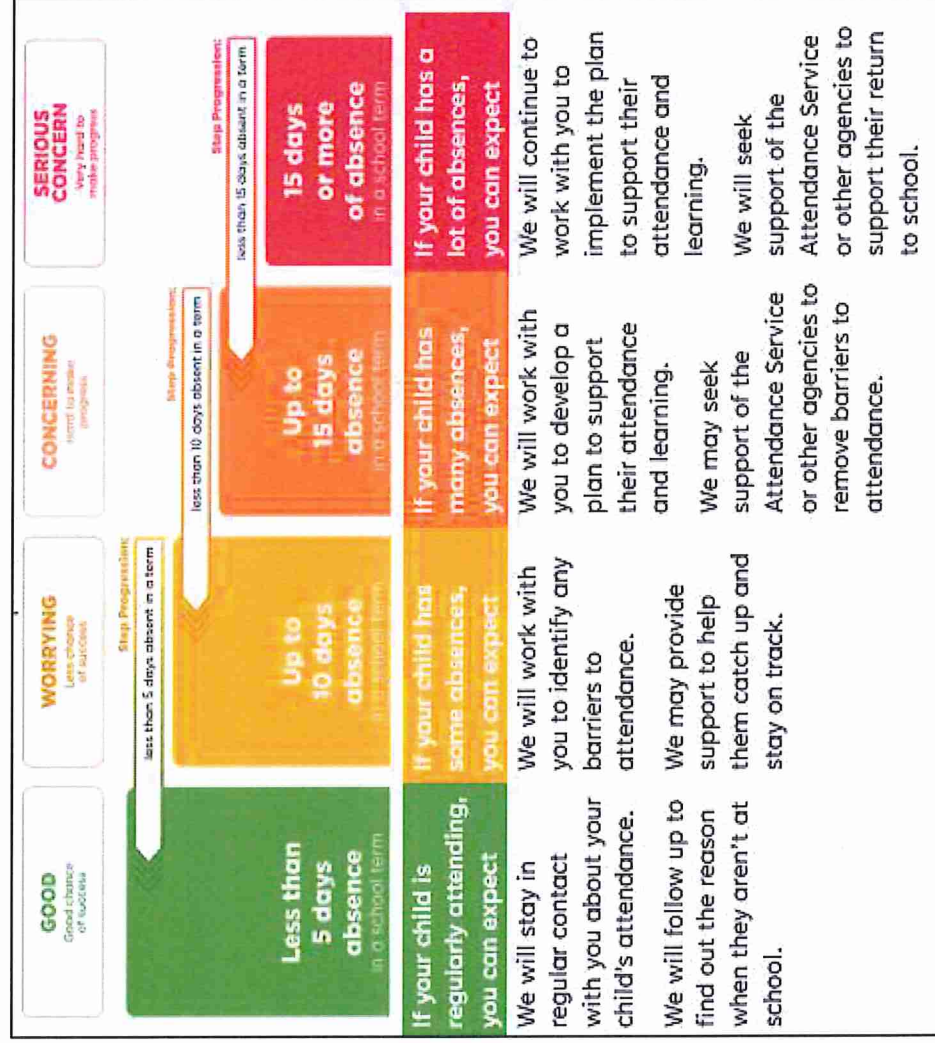
Ōhope Beach School is committed to meeting the Ministry of Education and Government goal of having at least 80% of students attending school more than 90% of the time by 2030.

To guide our approach, Ōhope Beach School will implement the **Stepped Attendance Response (STAR) system**, designed to support regular attendance through a clear, structured process.

The STAR model includes four levels of attendance:

- Good
- Worrying
- Concerning
- Serious Concern

Each level has a pre-planned set of actions to ensure timely and appropriate support for students and their whanau.



Responding to All Absences

Students with less than 5 days absence in a term (Good)

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers.	Identify all student absences.	Administration staff Class teacher	Follow up all absences to confirm the reason for absence.
Maintain contact details of parents/caregivers.	Communicate these to parents/caregivers.	Administration staff Class teacher	
Positive reinforcement to foster regular attendance at school.	Provide regular updates to students about their attendance.	Class teacher LSC Leadership Team	Weekly class attendance trophy presented at assembly. Pride tickets 100% attendance each term to be celebrated
Communicate good attendance habits to students and parents/caregivers.	Provide attendance updates through the school newsletter.	Principal Team Leader / Class teacher	Newsletter PRIDE Postcard
Use a school level approach to promote good social and learning environments.	PB4L lessons focused on attendance and learning	Class teachers	PB4L lessons

Students with up to 10 days absence in a term ~ 5-9 days (Worrying)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning.	After 5 days of absence make contact with parents/caregiver by phone.	Class teacher	Record actions taken in eTap
If reasons for absence are explained and justified change codes in eTap	Review codes and descriptors and change code if reason is justified.	Class teacher	Make changes to eTap if student absence becomes justified.
Support students to catch up on any missed learning.	Identify missed learning and consider activities to bring the student back up to date.	Class teacher	Discuss with the student and provide support to complete work.
Use in-school resources to support attendance eg. PB4L, transport etc.	Contact parents/caregivers to identify any potential barriers that the school could assist with.	Class teacher Team leader LSC	Parents and/or students are provided with additional resources. Record actions in eTap.
An Individual Attendance Plan may be developed collaboratively during the hui.			

Students with up to 15 days absence in a school term ~ 10 - 15 days (Concerning)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents/caregivers to escalate concerns.	Further contact with parents/caregivers. Email and/or phone as required for escalation.	Class teacher Team leader	Record actions taken in eTap. If there is no action taken due to individual circumstances - record this in eTap.
Hold a meeting with parents /caregivers to analyse the reason for absence.	Arrange a meeting including parents/caregivers and students (where appropriate)	Class teacher Team leader	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the diagnosis and circumstances around the child's absence.	Hold everyone accountable for their part in the plan.	Class teacher Team leader LSC	Take action quickly where expectations aren't being met. Provide positive reinforcement to encourage regular attendance.
Use in-school resources as appropriate to remove barriers and request support from the Ministry or other agencies as needed.	Discuss with the leadership team what further supports are available.	Team leader LSC Leadership team	
Support options provided by Óhope Beach School: <ul style="list-style-type: none"> ○ Access to Public Health Nurse ○ Additional Learning Materials sent home ○ Daily check in with positive reinforcement ○ LSC may monitor students of concern and employ positive reinforcement strategies to promote attendance. ○ MoE support if required. 		LSC Attendance Team Leadership Team	Follow up on any actions set in place by support agencies.

Students who are on holiday, have approved Attendance Plans, or medical conditions may be exempt from this process. The Leadership Team will consider exemptions on a case-by-case basis.

Students with 15 days or more of absence in a school term (Serious Concern)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents/caregivers to escalate concerns.	Further contact with parents/caregivers. Email and/or phone as required for escalation.	School leadership LSC	
Hold a meeting with parents /caregivers to analyse the reason for absence.	Arrange for meeting with parents/caregivers. Consider who will be in attendance.	Team Leader DP LSC	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed.	Refer to the Ministry of Education attendance service or other agencies. REAP holds the contract from 2026.	LSC	Before referral check all previous actions and any previous support plan.
Participate in multi-agency response.	Support access to services and collaborating with specialists.	Pastoral care team for the student	Resources and support will continue to be provided as appropriate. Reintegration plan in place to return the student to regular attendance.
Maintain Implementation and monitoring of improvement plans.	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met.	Pastoral care team for the student. LSC	Support plan in place Continue monitoring Steps taken to reintegrate student
Children who are on holiday, have existing attendance plans, or a medical condition may be exempt from this process. The Leadership Team will consider exemptions on a case-by-case basis. A transition plan may be in place to support a return to regular student attendance.			
When unjustified attendance of 5 days or more persists in subsequent terms, the school will determine at which level of STAR to intervene and seek collaboration with parents/caregivers, depending on the circumstances.			

Justified Absence

Where justified absence is longer than five consecutive days for illness, the school will request a medical certificate.

Policy and Communication

Reporting to the Board: The "Everyday Matters" report is made available to the board each term, and each meeting an attendance update is noted in the principal's report to the board.

Leadership Team: Intervention actions are decided on upon identification of at risk attendance. Interventions are initiated to support chronic absence. Some interventions may be put in place to support a return to regular attendance.

Attendance Policy: Parents/caregivers have ongoing access to the school-wide attendance policies on Sschool Docs. They're invited to provide feedback about these policies as part of the Board review process.

Parent/caregiver communications information about school wide expectations, procedures and reminders about attendance is frequently communicated to parents/caregivers through:

- The school newsletter
- The school information book - updated yearly and given to parents/caregivers upon enrolment
- Student led conferences - or parent teacher meetings
- The attendance management plan is posted on our website.

Application of Codes

Application of codes are based on the MOE Attendance Code Decision Tree flow chart.

School policies and procedures support the consistent application of attendance codes.

At Ōhope Beach School:

L	Late	Arriving after the 8.30am bell Students must report to the school office and receive a "I've been to the office " card.
J	Explained and approved	Absences that are explained and approved by the Principal.
E	Explained but not approved	Absences that are explained but not approved by the Principal.

Absence Due to Cultural Responsibilities:

- To be discussed and negotiated with whānau.

Extended Absence (illness and medical):

- Students who are not able to attend school as they are unwell or injured should be recorded as M - illness /medical. This includes short term hospital stays and rehabilitation programmes if the student is not admitted to a Regional Health School.
- If a student is engaged with a Health School, then the A - alternative provision code applies.
- Extended and recurring illness and medical related absences may require consideration of admission to Health School.

Extended Absence Overseas (overseas):

- If a student is absent overseas for more than 15 consecutive weeks in one year, then the student should be recorded as NA - not attending or removed from the school roll and re-enrolled on their return.

Extended Absence (unknown cause):

- Schools are required to unenroll students if they have been absent for 20 consecutive school days unless the principal has been informed that the absence is temporary.
- At Ōhope Beach School we unenrol students earlier if we have received ENROL notification that a new school enrolment has been made, or we have been informed the student is not intending to return.