

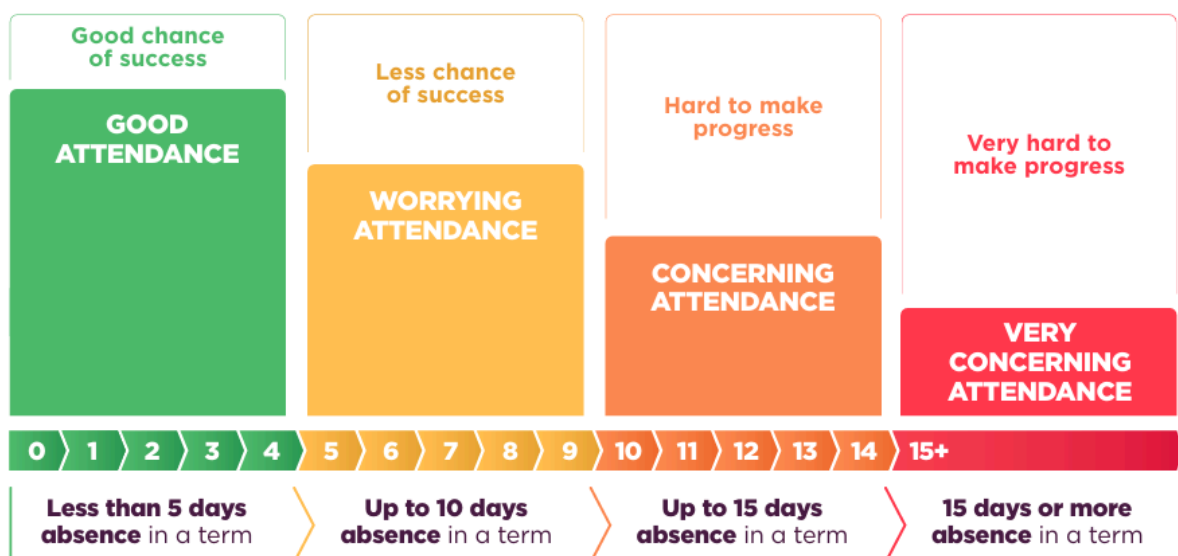


## Attendance Management Plan

Regular school attendance is vital for the success and well-being 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, as tamariki can consistently build on their learning. Our government has set a national target of **80% of students attending school at least 90% of the time**.

This means that tamariki should be absent for no more than **one day a fortnight** to ensure that they can have continued success at school. At Seatoun School, our school values underpin our approach to attendance - Manaakitanga, Perseverance, Responsibility and Akoranga. Our Stepped Attendance Response outlines our process for monitoring, supporting and improving attendance so every tamariki can strive to be the best they can be.

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



Our Annual Target for 2026 is, on average, 80% of tamariki attending regularly across the 4 terms.

**The table below shows the whole school attendance data comparison from 2023 to 2025. This is the percentage of students with regular attendance (Over 90% attendance per Term).**

<b>Term / Year</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>1</b>	85%	76%	78%
<b>2</b>	48%	60%	68%
<b>3</b>	45%	55%	60%
<b>4</b>	68%	69%	78%

### **Attendance Policy**

Seatoun School has procedures for recording and monitoring attendance and for identifying and following up on any concerns. We share attendance expectations with tamariki and whānau. 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 Attendance Management Plan (2026) reasonable steps to ensure all students enrolled at Seatoun 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 Act s24). 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

Further supporting information can be found in our [School Docs Attendance Procedures Student Absences](#)

Parents and caregivers are expected to notify the school as early as possible (ideally before the start of the school day) if their child will be absent and a reason for the absence must be provided. If no explanation is received, Seatoun School will contact parents/caregivers directly to follow up.

Under the Education and Training Act 2020 (Section 45), the Principal may approve a student's absence from school for up to five days when there is a justified reason (for example, illness, injury, a funeral or tangihanga, or another reason deemed appropriate). For planned absences, parents/caregivers are asked to submit a request to the Principal at least one week in advance.

When considering planned absence requests, the Principal will take into account:

- The educational benefit of the activity or time away for the student, and
- The length of time the student will be absent from their regular school programme.

### **How do we identify and respond to absences?**

- Daily electronic roll checks are completed by kaiako before 9am and 1.30pm.
- Admin staff ensure any students who we have not received an absence notification for are identified and contacted.
- Unexplained absences are followed up with a phone call home the same day.
- Absences are coded on HERO using the [attendance code tree](#).
- Patterns of irregular attendance are flagged weekly through SMS by the Office Manager and a report is sent to the two Associate Principals. These students are then discussed in the weekly Senior Leadership Team meeting and a plan is developed on how to support greater attendance.

### **Classifying absences - Justified and Unjustified**

At Seatoun School, we classify absences according to the Ministry of Education attendance codes.

#### **Justified absences are:**

- Explained and approved - family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings)
- Illness or medical absence
- Stand down or suspension

### **Unjustified absences include:**

- Truant – No explanation is given for absence
- Holiday during term time
- Absences that do not fit within school policy, e.g not wanting to attend a sporting event

### **Response Process**

- Initial concern (after 3–5 days): Teacher or Associate Principal contact whānau to understand context. Liaise with the Team leader to build understanding of attendance barriers.
- Ongoing concern (after 5–10 days): Attendance letter is sent to whānau requesting a meeting. Associate Principal meets with whānau to develop a support plan. Attendance intervention is recorded on HERO.
- Chronic absence (20+ days): Referral to Attendance Service and/or social support agencies as appropriate. Attendance intervention is recorded on HERO.
- Whānau who take tamariki out of school for holidays > 5 days must complete the [attached form](#). Some online learning or learning packs can be provided. Attendance intervention is recorded on HERO.

### **Support Strategies**

- Discussing attendance concerns with Team leaders during weekly meetings
- Individualised attendance improvement plans
- Engagement with external support providers where appropriate
- Culturally responsive approaches to whānau engagement
- Regular newsletter articles to promote the importance of attendance
- Reviewed annually by the board or in accordance with any updated regulations
- Attendance data is monitored daily
- Feedback gathered from staff, students, and whānau to inform updates

*Public Access This plan is published and accessible on our school website*

*Reviewed: February 2026 Next Review Due: February 2027*

*Approved by: Board of Trustees*