

Hauraki School Attendance Management Plan 2026

Strategic Priority

Improve attendance by ensuring that 80% of all enrolled students attend 90% of each term in accordance with Ministry expectations as specified in the Hauraki School Strategic Plan 2026 - 2028.

Termly attendance reports for 2025:

[Attendance Term 1 2025 \(1\).pdf](#) [Attendance Term 2 2025.pdf](#) [Attendance Term 3 2025.pdf](#) [Attendance Term 4 2025.pdf](#)

Board Responsibilities

The Board is committed to taking all reasonable steps to ensure that Hauraki School's students attend when the school is open for instruction as outlined in the Attendance Policy [Attendance Policy.pdf](#)

The board is to receive regular reporting including termly attendance information provided by the Every Day Matters reports.

Principal Responsibilities

- Outline to all parents the expectations for attendance at the beginning of the year as part of Meet the Teacher evening, also the first newsletter, as well as subsequent reminders.
- Encourage good attendance by reporting on data, trends and benefits to whanau during the year.
- Ensure the reporting and monitoring of daily and termly attendance data is maintained.
- Liaise with parents of students who are frequently late with the aim of eliminating this.
- Track all attendance using the STAR (School Stepped Attendance Response) framework to guide. Note chronic illness or health events associated with a disability are excused.
- Consider where public holidays fall when planning teacher only days.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
Follow up with every absence that has a ? Report regularly to parents on attendance	Contact parents to discuss reasons for absences and impact on learning Make suggestions to support parents and students Aim to remove barriers if this applies	Contact parents or possibly hold a meeting to analyse reasons for absence Develop a support plan if necessary	Contact parents to inform of an escalated response and discuss Request support from Attendance Service or other agencies if appropriate Consider prosecution via legal action

Procedures

Teacher Responsibilities

- Attendance is to be marked by the class teacher twice a day at 8.55am and 1.30pm using the electronic register on Edge

- When a reliever is in the room they may use a hard copy register and send to the office at 9am. This register is available in all classrooms.
- Teachers using the electronic register mark using the following symbols only
P (present) or
J (justified absence/ related to sickness, medical issues, family traumas) or
E (explained unjustified absence - shopping, time with extended family) or
G (holidays)
? (unknown absence)
- All unknown absences will be followed up by office staff daily
- Students must attend for at least two hours in the morning (i.e. 9 -12 noon), or afternoon (12 - 3pm) to be considered present for a half day
- If a student is at school for less than two hours in the morning or afternoon then it is considered an absence.
- A half day is if a student is at school for more than two hours but less than four hours.
- Two half days is if a student is at school for at least four hours in a school day.
- Attendance is reported on as part of mid-year and end-of-year student reports to parents.

Office Responsibilities

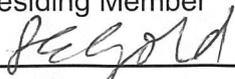
- Maintain contact details for all parents
- Office staff are to check all registers just after 9am and follow up on any question marks that indicate the teacher does not know why the child in question is not at school. The question mark is then changed to J or U and/or notes are made in the area provided. If parents/guardians are unable to be contacted then the question mark remains until there is an answer.
- A print out of each class roll is filed weekly by the office.
- Unexplained absenteeism is to be reported to the principal.

Parent Responsibilities

- Ensure your contact details are current at the school office.
- Parents are expected to notify the school office by phone or email the office and class teacher if their child is going to be late or absent for whatever reason.
- If late or leaving the school with parents, students must sign in at the office.
- Arrange appointments or trips outside of school hours as much as possible. We ask that holidays be confined to school holidays only. In exceptional circumstances students may be granted approved absence, but this must be communicated to, and approved by, the Principal.
- Work with the school to manage attendance concerns.
- It is also necessary to notify the school if your child has a notifiable or infectious disease or if you change your address or telephone number.

Monitoring

- Attendance is to be monitored on an ongoing basis and followed up on as needed
- Everyday Matters termly reports will indicate emerging trends, barriers to attendance, and areas of concern for the school and board's consideration.

Approved	Board of Trustees Presiding Member 	Published on the school website	www.hauraki.school.nz In the A-Z directory under Attendance
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