Middleton Grange School
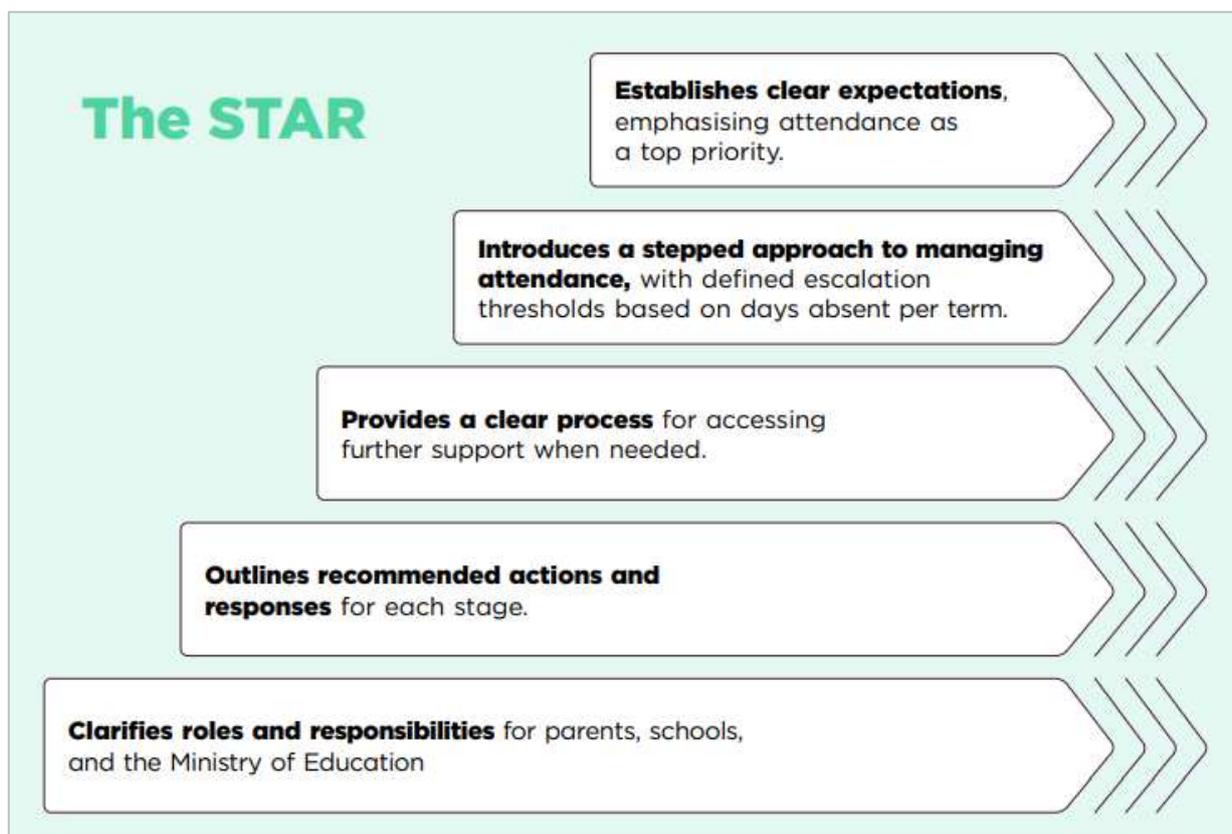
Attendance Management Plan

Attendance Management Procedures

The Attendance Management Procedures at Middleton Grange School cover six key aspects to ensure high levels of attendance. This aligns with the **Stepped Attendance Response (STAR)** approach provided by the Ministry of Education. See the graphic below.

1. **Expectations:** Aspire to high standards of attendance from all students and parents, and build a culture where all can, and want to, be in school and ready to learn.
2. **Monitor:** Use attendance data to identify patterns of poor attendance (at both individual and cohort levels) as soon as possible, so that all parties can work together to resolve them before they become entrenched. The school's "*Every Day Matters" Report* should be regularly reviewed to track student attendance rates, including justified and unjustified absence reasons.
3. **Listen and understand:** When a pattern is identified, discuss it with students and parents to listen to and understand the barriers to attendance, and agree on how all parties can work together to resolve them.
4. **Facilitate support:** Remove barriers within the school and help students and parents access the support they need to overcome challenges outside of school.
5. **Formalise support:** Where absence persists and voluntary support is not effective or not being utilised, parties should work together to clearly explain the consequences and ensure that support is also in place to enable families to respond.
6. **Enforce:** Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention, which may include prosecution to protect the student's right to an education.

The STAR

Establishes clear expectations, emphasising attendance as a top priority.

Introduces a stepped approach to managing attendance, with defined escalation thresholds based on days absent per term.

Provides a clear process for accessing further support when needed.

Outlines recommended actions and responses for each stage.

Clarifies roles and responsibilities for parents, schools, and the Ministry of Education

Expectations

- Clear communication to parents on attendance expectations on enrolment, at the start of the school year, and each term. The school should remind parents of the importance of high attendance levels, the educational costs associated with poor attendance, **the process by which parents can inform the school**, and how they can seek help as needed. Pro-forma examples are provided in Appendix Two.

- At all new Parent Orientation events, parents are informed of the importance of regular student attendance and the process for reporting absences to the school.

- Heads of School inform parents through their own beginning-of-year communication as well as the start of each term. Use the proforma email in Appendix Two.

- As part of the enrolment process for new students, attendance information should be obtained from their previous school, including the number of days of absence in the preceding year, and whether the school had any concerns regarding attendance. If there are concerns, then further information is requested from the school.

- Attendance information is presented on the school website. Parents can use the "Report an Absence" button on the Homepage to report an absence, including an explanation, which is a required field.

- During the year, reminders are sent to parents at the start of each term. Utilise various versions and layouts to overcome the 'seen it before' weariness. Pro-forma examples are provided in Appendix Two.

- Teachers and Heads of School to remind students regularly in Whanau time and school assemblies of the importance of attendance at school.

- Posters emphasising the importance of school attendance are put up around the school.

- Student Diaries to provide information on the importance of school attendance.

- Pro-forma letters are sent to parents regarding specific issues, such as holidays in term time, prolonged medical absences, or students who exceed the higher threshold for absences.

- Information for parents should be available in their first language where necessary.

- Support staff involved in recording attendance, and Senior leaders are to be fully conversant with the Attendance Management Plan and the MOE Attendance Code Guidance document.

The Attendance Officer (AO) will be responsible for ensuring that the school communicates its expectations to the parents.

Determination of Attendance Codes in Kamar

Definitions

Presence

A student is **present** if they;

P are physically **present in class**,

L arrive **late to class** within school/kura determined thresholds,

A are physically present in **alternative provision**,

V are engaged in onsite **exams or study**,

N are **temporarily out of class** either **at school**,

D or in an **appointment**,

Q or are engaged in **Board approved learning offsite**.
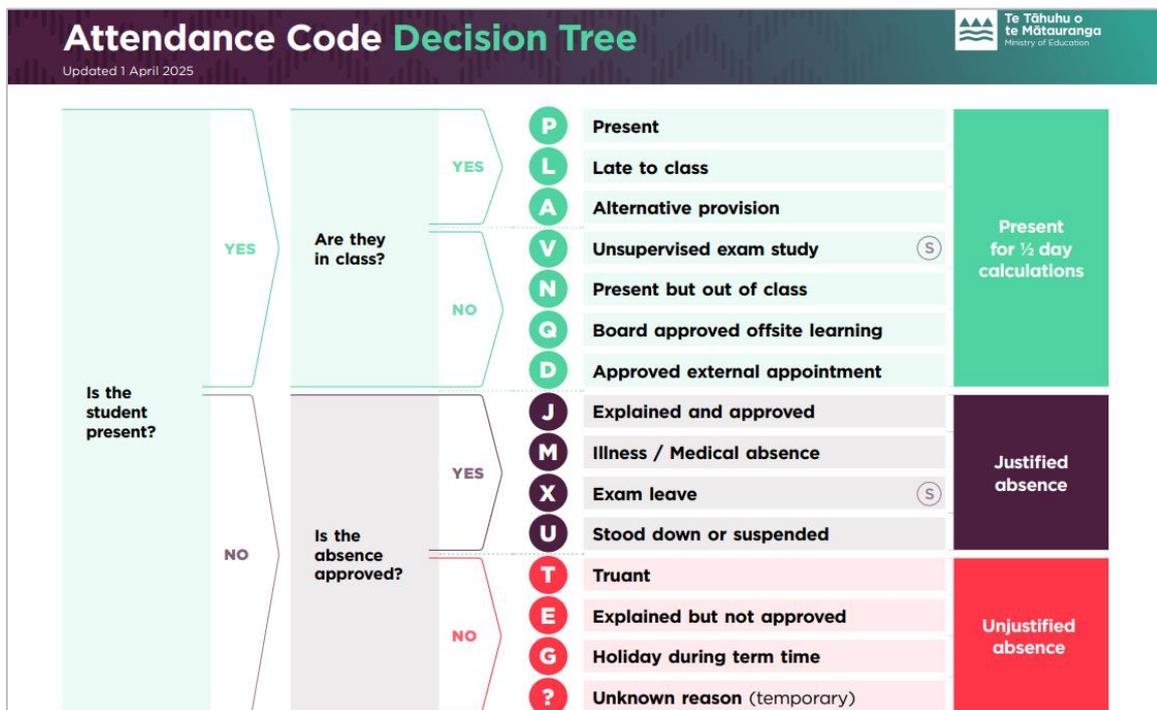
Justified absence

A student is **justifiably absent** if they;

M are **ill/unwell**,

U have been formally **stood down or suspended**,

X are engaged in offsite **study for exams**,

J or the school principal has **approved their absence**.

Unjustified absence

A student is **unjustifiably absent** if;

? the reason for the absence is **not yet known**,

T they are absent **without parent/caregiver permission**,

G they are taking a **holiday during term time**,

E or their absence is **explained but not approved** by the principal.

Attendance Code Decision Tree

Updated 1 April 2025

Te Tāhuhu o te Mātauranga
Ministry of Education

Is the student present?

YES — Are they in class?

YES:
- **P** Present
- **L** Late to class
- **A** Alternative provision
- **V** Unsupervised exam study (S)

NO:
- **N** Present but out of class
- **Q** Board approved offsite learning
- **D** Approved external appointment

Present for ½ day calculations

NO — Is the absence approved?

YES:
- **J** Explained and approved
- **M** Illness / Medical absence
- **X** Exam leave (S)
- **U** Stood down or suspended

Justified absence

NO:
- **T** Truant
- **E** Explained but not approved
- **G** Holiday during term time
- **?** Unknown reason (temporary)

Unjustified absence

1. The Ministry of Education provides excellent resources to support school staff in making decisions about which code to apply when recording daily attendance.
   a. Attendance Code Decision Tree (shown above).
   b. Attendance Code Guidance Document.
   c. Revised Attendance Codes: FAQs

2. School boards and Principals have discretion on the application of attendance codes. Such as:
   a. **L** Late to class: Thresholds and acceptable timeframes for lateness
   b. **Q** Board-approved off-site learning: Presence at off-site learning is approved by the school board.
   c. **J** Explained and approved: Absences that are explained and approved by the Principal
   d. **E** Explained but not approved: Absences that are explained but not approved by the Principal
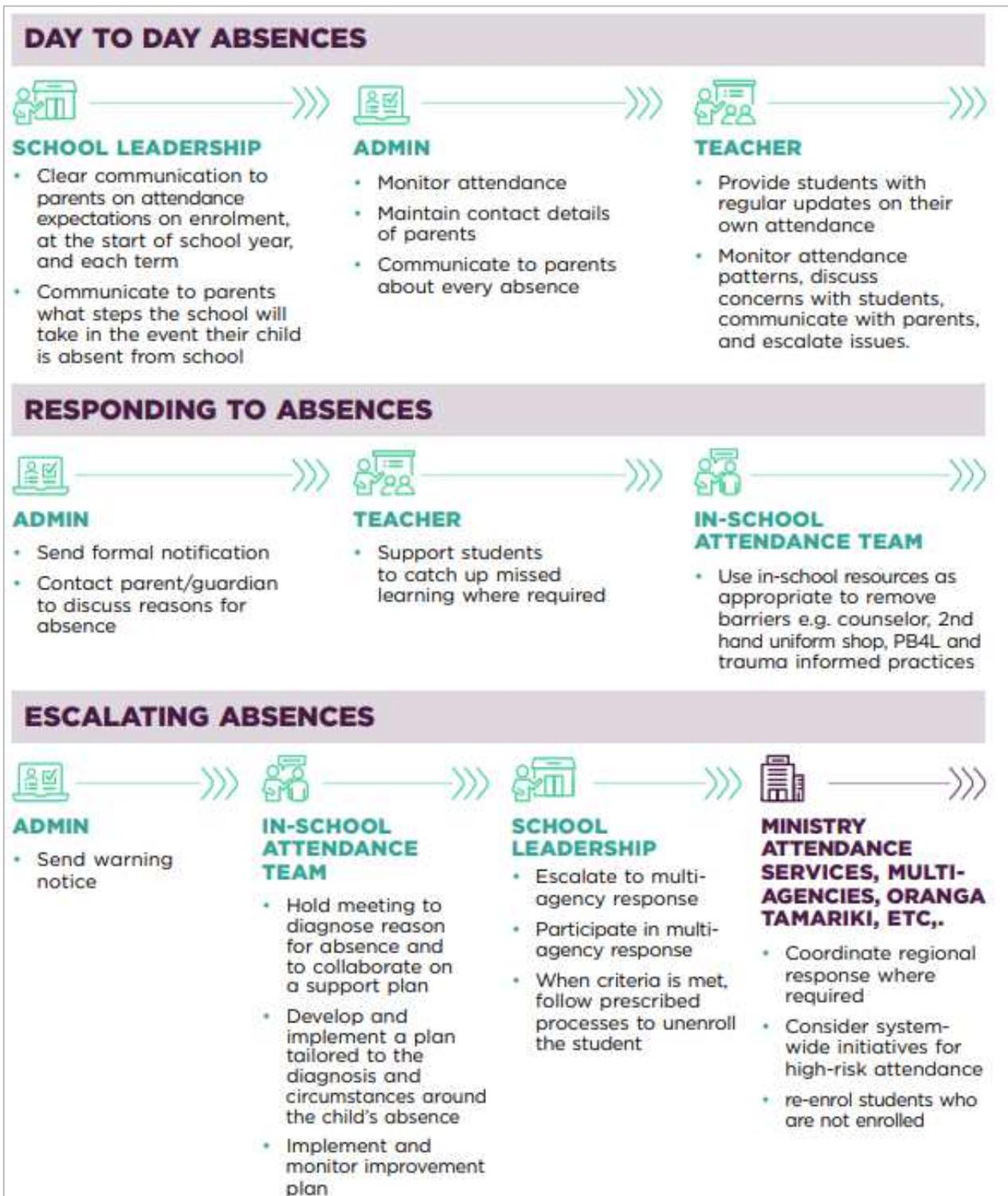
Note:

- Attendance is measured in **half days.**
  - Schools are generally open for two half-days. One in the morning, before noon, and one in the afternoon.
  - Attending for a half day requires a minimum of 2 hours of being present at school.
- Three categories for attendance
  - **Present:** Students are present at school or on a school-led activity on any given day.
  - **Justified Absence:** An explained absence within the attendance guidelines or the school's policy as an acceptable reason for the student to be absent from school.
  - **Unjustified Absence:** An absence that is either unexplained or explained, but the explanation is not acceptable.
- Medical certificates are required from the fourth day of medical (M) absences.

Monitor

Key activities School-wide

- Communicate with parents about every absence.
- Maintain up-to-date contact details of parents.
- Provide students with regular updates on their own attendance
- Report regularly to parents on the attendance of their child.
- Regularly review the school's "**Every Day Matters" Report** to track student attendance rates, including justified and unjustified absence reasons.

"Big Picture" overview of the MGS Attendance Management Plan

DAY TO DAY ABSENCES

SCHOOL LEADERSHIP
- Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term
- Communicate to parents what steps the school will take in the event their child is absent from school

ADMIN
- Monitor attendance
- Maintain contact details of parents
- Communicate to parents about every absence

TEACHER
- Provide students with regular updates on their own attendance
- Monitor attendance patterns, discuss concerns with students, communicate with parents, and escalate issues.

RESPONDING TO ABSENCES

ADMIN
- Send formal notification
- Contact parent/guardian to discuss reasons for absence

TEACHER
- Support students to catch up missed learning where required

IN-SCHOOL ATTENDANCE TEAM
- Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PB4L and trauma informed practices

ESCALATING ABSENCES

ADMIN
- Send warning notice

IN-SCHOOL ATTENDANCE TEAM
- Hold meeting to diagnose reason for absence and to collaborate on a support plan
- Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence
- Implement and monitor improvement plan

SCHOOL LEADERSHIP
- Escalate to multi-agency response
- Participate in multi-agency response
- When criteria is met, follow prescribed processes to unenroll the student

MINISTRY ATTENDANCE SERVICES, MULTI-AGENCIES, ORANGA TAMARIKI, ETC,.
- Coordinate regional response where required
- Consider system-wide initiatives for high-risk attendance
- re-enrol students who are not enrolled

Primary School

OM (Office Manager): Jan Pelvin

1. Informing the school of absences

Primary School parents notifying the school of absences are required to use one of the following means, ensuring that only the Office Manager (**OM**) deals with Primary School absences.

1. School App – preferred
2. Phone call - voicemail
3. Email to absences@middleton.school.nz

2. Recording absences

By 9:30 a.m., the OM will record each day's absences using information sourced from the School App, emails or phone messages from parents.

The attendance code is recorded based on the reason for absence. Where the OM is unsure of the **reason** for absence, they will seek clarity from the parent.

If a student has not arrived at school by 9:30 a.m. and there is no notification from a parent, in that case, the OM will contact the family, not only to ascertain the reason for absence, but more so from a safety perspective, to determine why the student is not at school as expected.

Parents who intend to take their children out of school for a period of time, such as a planned holiday or overseas travel, must inform the HOPS by email before the time away. The OM will record in advance the absence in Kamar for that period.

3. Lates in the Primary School

Coding for when a primary school student is late to school in the morning

- The parent must provide an explanation for the absence via a note or phone call. An explanation from a student without corroboration from a parent is not considered a valid explanation. The absence is coded '?' until the parent informs the school.
- For Appointments, parents must provide the nature of the appointment to determine if it is an approved appointment (e.g., doctor, dentist) and coded D, or if it is an unjustified appointment (e.g., a haircut), which is coded E.

Before 10:30 a.m.

- o Valid Explanation: P, D
- o Invalid explanation: L

From 10:30 a.m.

- o Valid Explanation: P, D or M
- o Invalid explanation: E

4. Monitoring absences

The OM keeps an electronic folder for families where there is a concern regarding student attendance. Communication with the family is stored in the folder.

The OM sends parents a pro-forma letter when a student has regular lateness to school, highlighting school concerns and the importance of punctuality. See Appendix Two

The OM prints an Attendance List fortnightly (usually on Friday or Monday), identifying for the HOPS any concerns or patterns that may require attention. This includes regular lateness to school.

KAMAR is set up to give auto notifications to OM and HOPS when students cross each threshold below.

5. Threshold Actions

REGULAR ATTENDANCE (under 5 days)	IRREGULAR ABSENCE (up to 10 days)
- Regular communication to parents regarding the importance of attendance. - OM monitors attendance. - OM communicates with parents about every absence if not notified. - OM maintains up-to-date contact details for parents. - OM sends "Congratulations" letters to parents for students within this threshold. - OM provides HOPS with fortnightly attendance reports.	- OM sends a formal notification on behalf of HOPS and arranges a face-to-face meeting with parents and HOPS. - HOPS meets with parents to discuss reasons for absences. - Support is provided as necessary for the student to catch up with missed work, unless absence is for unjustified reasons, for example, a holiday. - Provide in-school resources as needed, for example, a school counsellor. - Meetings and outcomes are documented.
MODERATE ABSENCE (up to 15 days)	CHRONIC ABSENCE (15 days or more)
- OM sends escalated formal notification on behalf of HOPS and arranges a face-to-face meeting with parents and HOPS. - HOPS meets with parents to discuss reasons for absences and collaborate on a support plan. - Develop and implement a plan tailored to the reasons and circumstances around the child's absence. - Provide in-school resources as needed, for example, a school counsellor. - Request, if needed, support from the Ministry and other agencies. - Meetings and outcomes are documented.	- OM sends a warning notice on behalf of HOPS and arranges a face-to-face meeting with parents and HOPS. - Escalate to multi-agency response. - Participate in a multi-agency response. - Implement and monitor an improvement plan. - Undertake school-led prosecution if parents are unwilling to engage. - Unenroll students who are not returning to school. - Meetings and outcomes are documented.

Middle School and Senior College

AO (Attendance Officer): Anna McConchie

SS (Student Services): Carole Thomson

OA (Office Administrator): Melissa Broughton

1. Informing the school of absences

Parents notifying the school of absences is to go to one person (SS) via one of the following means:

    a. School App   (email sent to parent confirming absence is noted)
    b. Website "Report Absence"   (email sent to parent confirming absence is noted)
    c. Phone call
    d. Email to absences@middleton.school.nz

2. Recording of Absences
    a. SS records all absences by 10:30 a.m.
    b. Teachers record student attendance each period, within the first 10 minutes. Absent students have "?" recorded next to their name.
    c. AO checks for unexplained absences ("?" for periods 1 and 2). An automated text message is sent to parents seeking clarification for their child's absence. If a student is present (P1) but absent (P2), identify whether the student was at school (P1) before the AO/SS sends out texts to parents.
    d. As notifications come in, AO updates Kamar with the correct attendance code.

3. Dealing with Unexplained Absences on KAMAR

All '?' must be resolved as soon as possible and at the latest by the end of the following week.

    a. Each Monday, the AO checks student records for any '?' from the previous week.
    b. Each Head of School will send each Whanau teacher a summary of previous week's attendance and lateness for students in their Whanau class. Whanau teachers are expected to go through this on the Monday following and ascertain reasons for the "?".
    c. Attendance sheets are emailed to Year 9 – 13 students to explain the '?' mark. For Year 7–8 students, the AO sends a summary of student attendance to Year 7–8 Whānau teachers.
    d. Students have until Thursday **interval** to clarify the '?' Students can hand in the signed Attendance sheets to the AO, or the teacher can change the code or email the AO with the correct information.
    e. If not completed by the Thursday interval, the AO will send during Period 3 or 4 that day the student a "*See me*" notice as a final reminder. The deadline is Friday interval.

f. Students who have not completed this by Friday interval, the AO will send the final summary to the Deans and OA. Students with regular non-completion may be considered for placement on a Level by the dean or other appropriate consequences as determined by the Dean.

g. The '?' is changed to T for truancy. An email is sent to parents by the Dean informing them of the coding. Use the pro-forma email.

4. Students on holiday during term time

Once the school has been informed, SS sends a pro-forma email to the parents and copies the relevant Head of School. If the student is in Senior college, the Principal's Nominee is also informed. AO records in advance the absence on KAMAR. The school will acknowledge notification from a parent taking their child on holiday but will not approve it.

International College

AD   Abigail Uttley

SSA   Jana de Jongh

1. Informing the school of absences

Caregivers notifying the school of absences is to go to one person (SSA) via one of the following means:

a. Call or text: 021 293 7436
b. Phone: 03 341 4054
c. Email: ICAbsences@middleton.school.nz

2. Recording of Absences

a. SSA records all absences by 10:30 a.m.
b. Teachers record student attendance each period, within the first 10 minutes. Absent students have "?" recorded next to their name.
c. SSA checks for unexplained absences ("?" for periods 1 and 2). SSA will text/phone/email homestays or parents seeking clarification for the student's absence.
d. As notifications come in, SSA updates Kamar with the correct attendance code.

3. Dealing with Unexplained Absences on KAMAR

According to the MOE Rules for Attendance, all '?' must be resolved by 6 p.m. the same day.

a. Each Monday, the SSA checks student records for any '?' from the previous week.
b. Attendance sheets are emailed to Year 7 – 13 students to explain the '?' mark.

c. Students have until Thursday **interval** to clarify the '?' Students can hand in the signed Attendance sheets to the SSA, or the teacher can change the code.
d. If not completed by the Thursday interval, the AD will send during Period 3 or 4 that day the student a "*See me*" notice as a final reminder. The deadline is Friday interval.
e. Students who have not completed this by Friday interval, the AD will issue a detention.
f. The '?' is changed to T for truancy. An email is sent to the homestay/parents informing them of the coding.

4. International College students on holiday during term time

Once the school has been informed, **SSA** sends a pro-forma email to the homestay or parents. If the student is in Senior College, then the Principal's Nominee is also informed.

Monitoring Absences over the term: Year 7 - 13

AO and SS, based on monitoring of absences, will inform the Dean and/or Head of School of any patterns of absence.

KAMAR is set up to give auto notifications to OM and HOPS when students cross each threshold below.

Middle School (Year 7 – 10) and Senior College (Year 11 – 13)

REGULAR ATTENDANCE (under 5 days)	IRREGULAR ABSENCE (up to 10 days)
- Regular communication to parents regarding the importance of attendance. - monitors attendance. - AO communicates with parents about every absence if not notified. - School Receptionist maintains up-to-date contact details for parents. - AO sends "Congratulations" letters to parents for students. - AO provides HOMS/HOSC with weekly attendance reports.	- AO emails the relevant Whanau teacher (for information only), Dean, and OA. - HOMS/HOSC receives an auto-notification from KAMAR (information only). - OA sends a formal notification (pro-forma email) to parents requesting a face-to-face meeting with parents and the Dean to discuss reasons for absences. - Support is provided as necessary for the student to catch up with missed work, unless absence is for unjustified reasons, for example, a holiday. - Provide in-school resources as needed, for example, a school counsellor. - Meetings and outcomes are documented.
MODERATE ABSENCE (up to 15 days)	**CHRONIC ABSENCE (15 days or more)**
- AO emails the relevant Form teacher, Dean (for information only), HOMS/HOSC, and OA. - HOMS/HOSC also receive an auto-notification from KAMAR. - OA sends escalated formal notification (pro-forma email and letter) on behalf of HOMS/HOSC requesting a face-to-face meeting with the parents. - The purpose of the meeting is to discuss reasons for absences and collaborate on a support plan. - Develop and implement a plan tailored to the reasons and circumstances around the child's absence. - Provide in-school resources as needed, for example, a school counsellor. - Request, if needed, support from the Ministry and other agencies. - Meetings and outcomes are documented.	- AO emails the relevant Form teacher, Dean (for information only), HOMS/HOSC, and OA. - HOMS/HOSC also receive an auto-notification from KAMAR. - OA sends a warning notice (pro-forma email and letter) on behalf of HOMS/HOSC and arranges a face-to-face meeting with parents. - Escalate to multi-agency response. - Participate in a multi-agency response. - Implement and monitor an improvement plan. - Undertake school-led prosecution if parents are unwilling to engage. - Unenrol students who are not returning to school. - Meetings and outcomes are documented.

International College Students (Year 7 – 13)

REGULAR ATTENDANCE (under 5 days)	IRREGULAR ABSENCE (up to 10 days)
- Regular communication to parents regarding the importance of attendance. - Monitors attendance. - SSA communicates with the homestay or parents about every absence if not notified. - SSA maintains up-to-date contact details for the homestay and parents. - SSA sends "Congratulations" letters to parents for students within this threshold. - SSA provides AD with weekly attendance reports.	- SSA informs AD. - AD sends a formal notification (pro-forma email) requesting a face-to-face meeting with parents/Agent to discuss reasons for absences. - Support is provided as necessary for the student to catch up with missed work, unless absence is for unjustified reasons, for example, a holiday. - Provide in-school resources as needed, for example, a school counsellor. - Meetings and outcomes are documented.
MODERATE ABSENCE (up to 15 days)	CHRONIC ABSENCE (15 days or more)
- SSA informs AD. - AD sends escalated formal notification (pro-forma email and letter) on behalf of the Director of IC, requesting a face-to-face meeting with the parents/Agent/Homestay Parents. - The purpose of the meeting is to discuss reasons for absences and collaborate on a support plan. - Develop and implement a plan tailored to the reasons and circumstances around the child's absence. - Provide in-school resources as needed, for example, a school counsellor. - Request, if needed, support from the Ministry and other agencies. - Meetings and outcomes are documented.	- SSA inform AD and the Director of International College. - Director of International College sends a warning notice (pro-forma email and letter) on behalf of the Director of IC and arranges a face-to-face meeting with parents/Homestay family/Agent - Escalate to multi-agency response. - Participate in a multi-agency response. - Implement and monitor an improvement plan. - Unenrol students who are not attending school. - Meetings and outcomes are documented.

Dealing with students who arrive late to school: Year 7 – 13

Situation	Actions
Year 8 – 13 student arrives late to school • Sign in at Student Services • Provides explanation **Year 7 students** *Terms 1 – 2 each year* Students who are late to school must sign in the same way as Years 8–13; however, no Red slip is given to the student. The AO will identify any concerning patterns of lateness and inform the Whanau teacher. *Terms 3 – 4 each year* Students follow the exact same process as Year 8 – 13 students. This includes a Red Slip being issued for invalid reasons.	If the reason is accepted as valid: • Late Slip is signed • student goes immediately to class • hands the Late Slip to the teacher who checks the arrival time to class (within 5 minutes) If the reason is NOT valid: • 'Red Slip' is given to the student • Recorded on KAMAR as 'L – Late' (before 9:30 a.m.) • The student goes immediately to class. • After 9:30 a.m.: student remains at SS and is coded E or T. At the end of the week, Anna will send the Deans and Head of School a Truancy report. • Detention is given when a student has three 'Lates' in a term
If a student arrives at class over 5 minutes after leaving Student Services	• Teachers write the time of arrival to class on the Late slip and place the Late Slip in the Pink Slip Box for deans to follow up. • Deans monitor the frequency of late slips for time out of class
Monitoring of lates	• AO sends the information daily to OA • OA tracks on spreadsheet • Third occasion for Red Slip, OA issues detention on behalf of the Dean. • Letter sent home to parents (pro-forma letter)

Notes:
- For Year 12 and 13 students who have timetabled study in Period One, if they are late to school (i.e. in Period Two), follow the sign-in process as for Period One late to school.

- The AO (or AD for International Students) sends parents a pro forma letter when a student has **regular** lateness to school, highlighting school concerns and the importance of punctuality. AO to liaise with the Dean before sending the letter. See Appendix Two for the Pro-forma letter.

Coding for when a Year 7 – 13 student is late to school in the morning

Note:

- The parent must provide an explanation for the absence via a note or phone call. An explanation from a student without corroboration from a parent is not considered a valid explanation. The absence is coded '?' until the parent informs the school.
- For Appointments, parents must provide the nature of the appointment to determine if it is an approved appointment (e.g., doctor, dentist) and coded D, or if it is an unjustified appointment (e.g., a haircut), which is coded E.

1 - During Period 1 (or Period 2 for Year 12 and 13 students with timetabled study period 1)

- o Valid Explanation: D or M
- o Invalid or no explanation: L before 9:30 a.m., after 9:30 a.m. code E or T

2 - Late to school AFTER Period 1 and arrives DURING Period 2 within 15 minutes

- o Approved appointment   D for P1 and P for P2 with evidence of appointment
- o Unwell   M for P1 and P for P2 with note from parent
- o Valid reason   Use appropriate code for P1 and P for P2
- o Invalid reason   E for P1 and L for P2
- o No explanation   ? for P1 and L for P2
- o Truancy: T

3 - Late to school AFTER Period 1 and arrives DURING Period 2 after 15 minutes

- o Approved Appointment   D for P1 and D for P2 with evidence of appointment
- o Unwell   M for P1 and M for P2 with note from parent
- o Valid reason   Use appropriate code for P1 and P2
- o Invalid reason   E for P1 and E for P2
- o No explanation   ? for P1 and ? for P2
- o Truancy   T for P1 and L for P2

4 – Late to class during the day (excluding Period 1)

The teacher codes L on KAMAR unless the student presents a Pink Slip, then mark the student P. If with the Guidance Counsellor, the Guidance counsellor marks the student as N.

Monitoring and measuring progress

The Principal is to provide the Board of Trustees with well-analysed reports on students' attendance, each term. This covers the entire school, showing the percentage of students who fit within each category of absences. This is broken down for the Primary School, Middle School and Senior College.

Attendance Data in summary form is provided by the SMS and Data Manager from KAMAR. The Heads of School analyse the Attendance data, and each prepares a brief report for the Principal, providing a summary of actions taken for students with Moderate Absences (up to 15 days in the term) and Chronic Absence (15 days or more in the term).

The Principal provides this information as part of the Principal's report to the Board at the end of each term.

Reports provided by the SMS and Data Manager include:

- Attendance, Absences and Truancy Report. Any concerning patterns identified by the SMS and data Manager will be highlighted for follow-up. Analysis should also be done by ethnicity.
- Weekly Summary sent to the Deans and Heads of School to analyse for patterns and students approaching the next Threshold category.

Attendance, Absences and Truancy Report

From : 14 Jul 2025   To : 30 Aug 2025

		Justified Absences	Unjustified Absences	Intermittent Unjustified Absences	Students on Overseas Posting	Attendance Rate
Attendance Rate for School		7.4	1.1	0.7		90.6
Attendance Rate for Selection		7.4	1.1	0.7		90.6
Attendance Rate per Year Level (Selection)	Year 1	8.5	0.7			90.7
	Year 2	8.0	2.3			89.5
	Year 3	5.7	1.5			92.6
	Year 4	6.7	3.3			89.9
	Year 5	8.9	2.0			88.9
	Year 6	8.8	1.2			89.8
	Year 7	7.3	1.0	0.4		91.1
	Year 8	9.0	1.5	0.6		88.7
	Year 9	4.9	0.5	1.2		93.1
	Year 10	4.8	0.8	1.3		92.9
	Year 11	9.1	0.9	0.3		89.5
	Year 12	9.4	1.3	0.9		88.2
	Year 13	8.8	0.9	1.1		89.0

Auto-notifications from KAMAR

- Consecutive Days of absence set at 3, 5, and 10 days. Sent to the Deans and Heads of School.
- Attendance % for each week for students who have under 90% attendance that week. Sent to Deans and Heads of School.

Consecutive absent attendance days

Date : 29/08/2025
Term : 3
Week : 7

3 or more days					
Student ID	Student Name	Tutor	Level	Last Attendance	Number Days
███	███	███	12	25/08/2025	3

10 or more days					
Student ID	Student Name	Tutor	Level	Last Attendance	Number Days
███	███	███	4	12/08/2025	11

Attendance % this week

Student ID	Name	Level	Tutor	Attendance %
███	███	1	███	60%
███	███	1	███	80%
███	███	1	███	80%
███	███	1	███	80%

Review of the Attendance Management Plan

The Attendance Management Plan (AMP) will be reviewed at least annually by the Principal, senior leaders, and attendance support staff.

APPENDIX

Attendance Management Plan

Appendix One: Legal Obligations

Section 36. Students of registered schools are required to attend whenever schools are open.

(1) 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.

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

(3) 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 the class was open for instruction.

Section 45. Exemption of a student from attendance for no more than 5 days.

(1) Despite section 36, if satisfied that a student's absence is justified, the Principal of the school may exempt the student from attending the school for a period of no more than five school days.

(2) In the absence of evidence to the contrary, a certificate from the Principal stating that a student was absent from school for any period and that the Principal is not satisfied that the absence was justified is sufficient proof that the student was absent for that period without being exempted under subsection (1).

237A Attendance records

(1) The Principal of a State school must ensure that an attendance record is kept for each student who is enrolled at the school.

244 Offence relating to irregular attendance

(1) A parent of a student commits an offence if the student—

>   (a) while enrolled at a registered school, does not attend the school as required by sections 36 and 42; or

>   (b) While enrolled at a distance school, the student does not do the work of the course in which the student is enrolled.

"A COMMON APPROACH" TO DETERMINING ATTENDANCE CODES

Note: J can be for a maximum of 5 consecutive[1] days, but multiple times in a term/year.

Board approved off-site learning

Section 53 Courses, work experience, and visits outside school premises
  (1) A board may authorise any students to undertake courses of education, gain work experience, or make visits outside the school premises.
  (2) If authorisation is given, the student must be treated as attending the school while undertaking the course, gaining the experience, or making the visit.
  (3) A Principal or person responsible for teaching and learning in a charter school, a teacher, or an occupier of a workplace may not allow a student to go into, or remain in, a workplace to gain work experience except in accordance with any conditions prescribed by the Minister by notice.

The following activities have been approved by the Board of Trustees as "Approved offsite learning." Attendance Code Q
  1. School organised trips, for example, camps, competitions, and day trips.
  2. Cultural, academic or sporting activities, for example, noho marae, cultural performances, kapa haka, community events, inter-school events and sports tournaments[2].
  3. Visits and orientation activities, for example, transition visits to another school.
  4. Other learning experiences, for example, work experience, civic engagement, cultural practices, IEP (e.g. gifted students), commitments and obligations.
  5. Emergency situations where the school is temporarily closed, and students are learning from home.
  6. Learning Support Students studying from home for selected periods
  7. University Open Days and workplace information days.
  8. School organised external tutoring or music lessons.
  9. Overseas learning experiences, for example, the Chinese Summer Cultural Camp
  10. Canterbury Regional or New Zealand selection in a Representative Team for cultural, academic or sporting activities.
  11. Driver's Licence Test if part of their qualification credits.

The student is attending a funeral

Funeral of immediate family or near-relatives:* Up to five days are coded **J**. If the absence is longer than five days, find out the reason why. If 'being with family' is the intention, then **E** is used. If, however, the family is taking time for a holiday, then the **G** code applies.
This applies to both within New Zealand and overseas.
*Definition of immediate family or near-relatives: parents, siblings, grandparents, uncles, aunts, and cousins.

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[1] Section 45 allows for a maximum of five **consecutive** days to be coded J; however, the same student may have several events in the term/year that allows for a J to be coded up to five days each time.
[2] Board approves non-school-organised cultural/arts/sports events as offsite learning, then use **Q**. Otherwise, **J** if the Principal approves absence as justified, or **E** if not justified.

Attending the funeral of a friend or someone close to the school community, for example, a teacher, use the code **E**, unless the Principal has approved an exemption. In that case, **J** may be used.

The student is travelling for

- holiday – use **G**   (**T** if the parent does not condone)
- visiting sick relatives – **E** up to five days, then use **G**
- religious observance– **E** up to five days, then use **G**
- family wedding – **E** up to five days, then use **G**

The student is absent overseas for an extended period or on an exchange

Update the student's type to 'NA' in their SMS, unless the Principal has been informed of the reason for absence.

The Student is doing an assessment in the Learning Centre

Use Code **V**. the Learning Centre staff should enter this code. The student goes straight to the Learning Centre.

The student is with the Dean or Head of School, withdrawn from class

Use Code **N**. Entered by Dean or Office Manager

The student has private tutoring or external music lessons

Use the **E** code unless the school has organised the private tutoring or external music lessons.

The student is participating in a regional or national event

Suppose a student is participating in a regional or national event, in NZ or overseas, which the school does not organise.
Q: If the Board have approved this as offsite learning.
J: If the Principal determines this is a justified absence.
E: If no board or Principal exemption, i.e. unjustified absence.

The student is taking their driver's licence test

The Attendance policy states that absence due to driver's license testing is an approved appointment, code **D**.
If the test is part of a school Gateway programme, then **Q** may be used.

The student has an appointment

A student is late to school due to an appointment:
• **E** should be used if the appointment is outside of the approved appointments in the Attendance Policy.
• the reason for the appointment is approved by the Board, then **D** may be used.
Approved external appointments include: doctor, dentist, medical specialist, learning specialists, and Visa applications.
Note: The student must attend at least two hours in a half day to be counted present (**D**); otherwise, they are absent for the half day (**E**). In terms of coding for this situation, there is a maximum of two D's. This could look like: **DDE**

If the appointment means that the student is unable to attend school that day. (e.g., out-of-town appointment), then **E** should be used unless:
• The appointment is for illness or medical, then **M** may be used, or
• a Principal exemption applies, then **J** may be used.

The student has a study period in their timetable

If a student has a study period, then the school should use **P** unless:
• the student is studying for an exam, or internal assessments onsite, **V** should be used
• The student is studying off-site without school approval, then **T** should be used

The student is participating in community events

If a student is attending or participating in a march, strike or similar event, then the school should use **E.** If the parent does not condone the absence, then **T** should be used.

If a student is attending an event in the community, such as a blood drive, an immediate family member's graduation or a community meeting, the school should use **E** unless an exemption applies; then **J** may be used.

Approved external community events include:
Local and National Government events that the student has been specifically invited to attend can be coded **Q;** an immediate family member's graduation ceremony **J**

Paid Union Meetings

Use the code **N** for students who were on-site and supervised.
Use the code **Q** for students who went home as the school was temporarily closed for instruction in the afternoon. The **Q** code does not affect school absence calculations.

What if a student has absences due to mental health or anxiety?

Use **M** and add a note in KAMAR to indicate 'Mental health' or 'anxiety' as the reason. The MOE Absence guideline under **'M'** includes mental health-related absences, e.g. anxiety.

J Explained and Approved

According to Section 45 of the Education and Training Act 2020, the Principal has the discretion to approve absences as justified. This is up to five consecutive days **at a time**. The student may have several occasions in the year that they are coded J, up to five consecutive days.

At Middleton Grange School, the Principal approves the following events as 'Explained and Approved' to a maximum of five consecutive days:

- Family emergencies
- Bereavement
- Bus breakdown
- Accident
- Road closure
- Extreme weather conditions
- The student is participating in non-school events, such as regional/national sports, arts, community, and cultural events that are **not** board-approved off-site learning activities. Examples include club-level representation, individual participation, and blood drive.
- The student has a temporary well-being/transition plan.
- Attending the Graduation Ceremony of an immediate family member.