

Middleton Grange School



Attendance Management Plan

Background

Boards are required to design, approve and implement an Attendance Management Plan (**AMP**) by Term 1, 2026

Key 2025 dates:

Term 3 – Update or develop the AMP

Term 4 – Review AMP against new regulations

Term 1, 2026 – AMP implemented and published on website

AMP aims to improve student attendance by providing clear pathways to identify and address absences.

Goal: 80% of the students attending school 90% of the time by 2030

AMP must show:

- A clear process to identify and respond to student absences.
- Strategies or interventions at different attendance thresholds (based on the number of days absent in a term).

Note:

Still to come from MOE

- New Regulations
- Attendance thresholds
- How schools are to identify and respond to attendance barriers
- How often the AMP is to be reviewed.

MOE Resources

- AMP documentation
- STAR documents – Stepped Attendance Response

Attendance Management Policy

Approval:	<i>Date</i> <i>Presiding Member to sign</i>	Published on:	www.middleton.school.nz
Effective Date:	<i>Date</i>	Review Date:	<i>Date</i>

Attendance Objectives and Strategic Priorities

Absence from school doesn't just mean missing content—it disrupts learning patterns, reduces engagement, and disconnects students from critical school support systems. Research is clear: **regular attendance is one of the most reliable predictors of academic success.**

School attendance is vital to learning success for several key reasons:

1. Consistent Learning

- Daily lessons build on each other. Missing even a few days can leave gaps in understanding.
- Students who attend regularly are more likely to keep up with the pace of the curriculum.

2. Teacher Interaction

- Being present allows students to ask questions and get immediate feedback from teachers.
- Teachers can better understand a student's strengths and struggles when they see them regularly.

3. Classroom Participation

- Learning is not just about listening. It is also about participating in discussions, group work, and hands-on activities that help deepen understanding.

4. Spiritual, Social and Emotional Development

- Regular attendance at school means that students can participate in the fullness of school life, especially within the context of Christian Education. The Vision Statement of Middleton Grange School is to provide an environment in which the biblical truths of Jesus Christ are taught and lived. Regular attendance will enable each student to gain a clearer understanding of these biblical truths and how they apply to all aspects of life.
- School helps students develop social skills by interacting with peers. This also provides opportunities for students to use their gifts and abilities daily to serve God and others, as noted in the School Mission Statement.

- Regular attendance supports routines and a sense of belonging (Turangawaewae), both of which are linked to better mental health and motivation.

Attendance Data

Middleton Grange School 2025 Terms 1 & 2 Attendance Data

- **Regular Attendance:** fewer than 5 days of absence in a term, i.e. over 90% attendance.
- **Irregular Absence¹:** Up to 10 days' absence in a term, i.e. more than 80% and up to 90% attendance.
- **Moderate Absence:** Up to 15 days' absence in a term, i.e. more than 70% and up to 80% attendance.
- **Chronic Absence:** 15 days or more of absence in a term, i.e. 70% attendance or less.

Regular attendance refers to the frequency of absences from school by individual students during a term. This differs from daily attendance rates, which describe the percentage of students attending school on any given day. The Government is focusing on Regular Attendance as it provides a picture of the number of students persistently missing school, using the four categories above. It enables the school to recognise and target those students with irregular to chronic absences.

	REGULAR ATTENDANCE		IRREGULAR ABSENCE		MODERATE ABSENCE		CHRONIC ABSENCE	
	Term 1	Term 2	Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
2025								
Whole school	80%	68%	15%	21%	4%	7%	1%	3%

Principal's Report to the Board

The Ministry of Education will publish the "Every Day Matters" Report for each term. This report is based on attendance data taken from the School Management System (SMS - Kamar). The termly report highlights attendance patterns and provides actionable insights to improve student attendance.

The principal, in consultation with the Heads of School, will review the termly report. This includes reviewing the plans which are in place for students in the Moderate and Chronic Absence categories and identifying what further support may be needed. The School Management System should be used to identify individual students in these two categories.

The senior leadership team should further review the full termly report, as it provides a detailed analysis of the reasons for absence (Attendance codes used), trends over the last five terms, absences by Year level, ethnicity, gender, and weekday. Any trends or areas of concern are discussed, and actionable strategies should be implemented.

The principal will provide the Board, each term, a copy of the "Every Day Matters" term report and a summary of the senior leader's responses.

¹ The MOE does not distinguish between justified and unjustified absences. All absences count towards the threshold descriptors.

Success criteria for Middleton Grange School Attendance

- a) Middleton Grange School goal: 85% of students attend 90% of the time by 2028².
- b) The school community is provided with clear pathways to identify and address absences.
- c) Uniformity across the school for dealing with absences and coding of absences. This is particularly important when there are children from the same family across the school.

Legal Obligations³

Education and Training Act 2020

1. Except as provided in the Act, a student is required to attend school whenever it is open.
2. The principal must ensure that an accurate attendance record is kept for each student enrolled at the school.
3. The Board of Trustees must take all reasonable steps to ensure that the school's students attend school when it is open.
4. Parents/Caregivers must ensure the student attends school whenever it is open.
5. Under Section 45, 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.

Attendance Rules (Ministry of Education)

Rule 1: The principal of a State school must ensure that attendance records are kept for each student enrolled at the school (either by half-day or period) for each half-day that the school is open for instruction. The principal must ensure that the school has an absence notification process so that absences can be notified by and to the school promptly.

Rule 2: The principal of a State school must use a Ministry-approved Electronic Attendance Register unless exempt.

Rule 3: The principal of a State school must use Ministry-approved attendance codes, including a default attendance code, to mark a student's absence for each half-day or period that the student is absent without explanation.

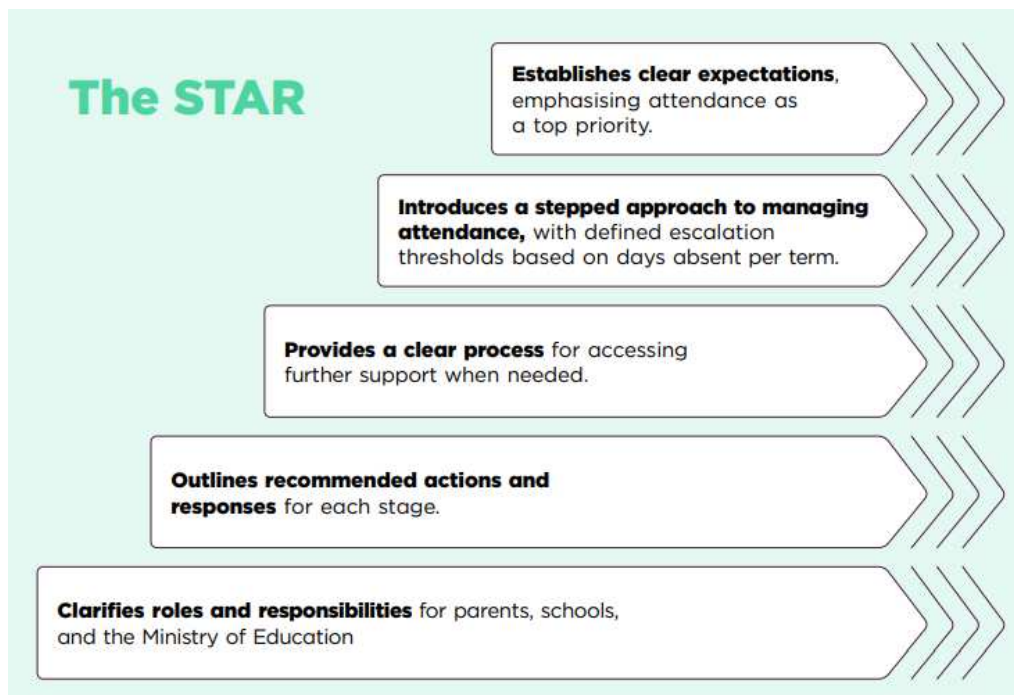
²The Government has a goal of 80% of students attending 90% of the time by 2030.

³ Appendix 1 provides additional details from the Education and Training Act 2020.

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.



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. Pro-forma examples are provided in Appendix Two.
- 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.

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**.

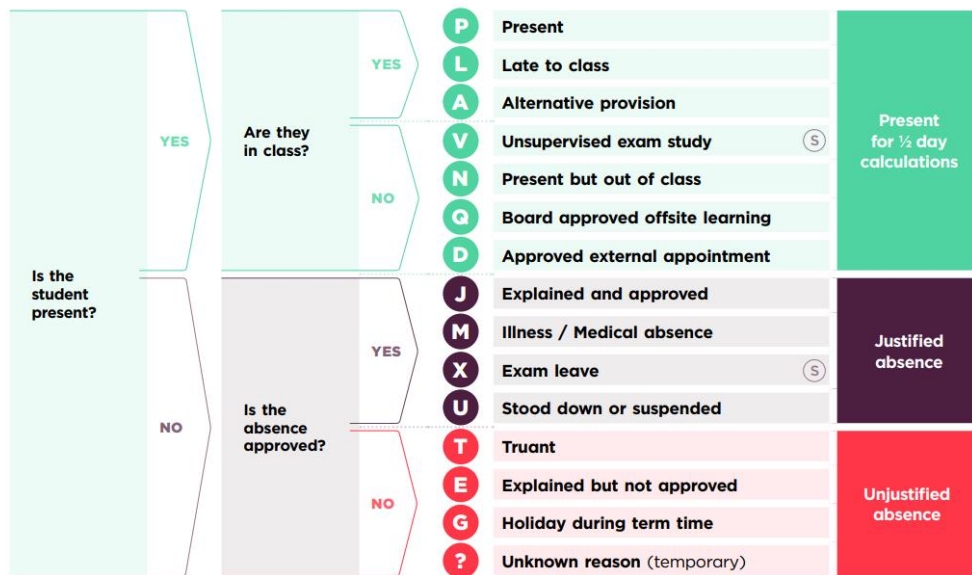
Unjustified absence

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

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:

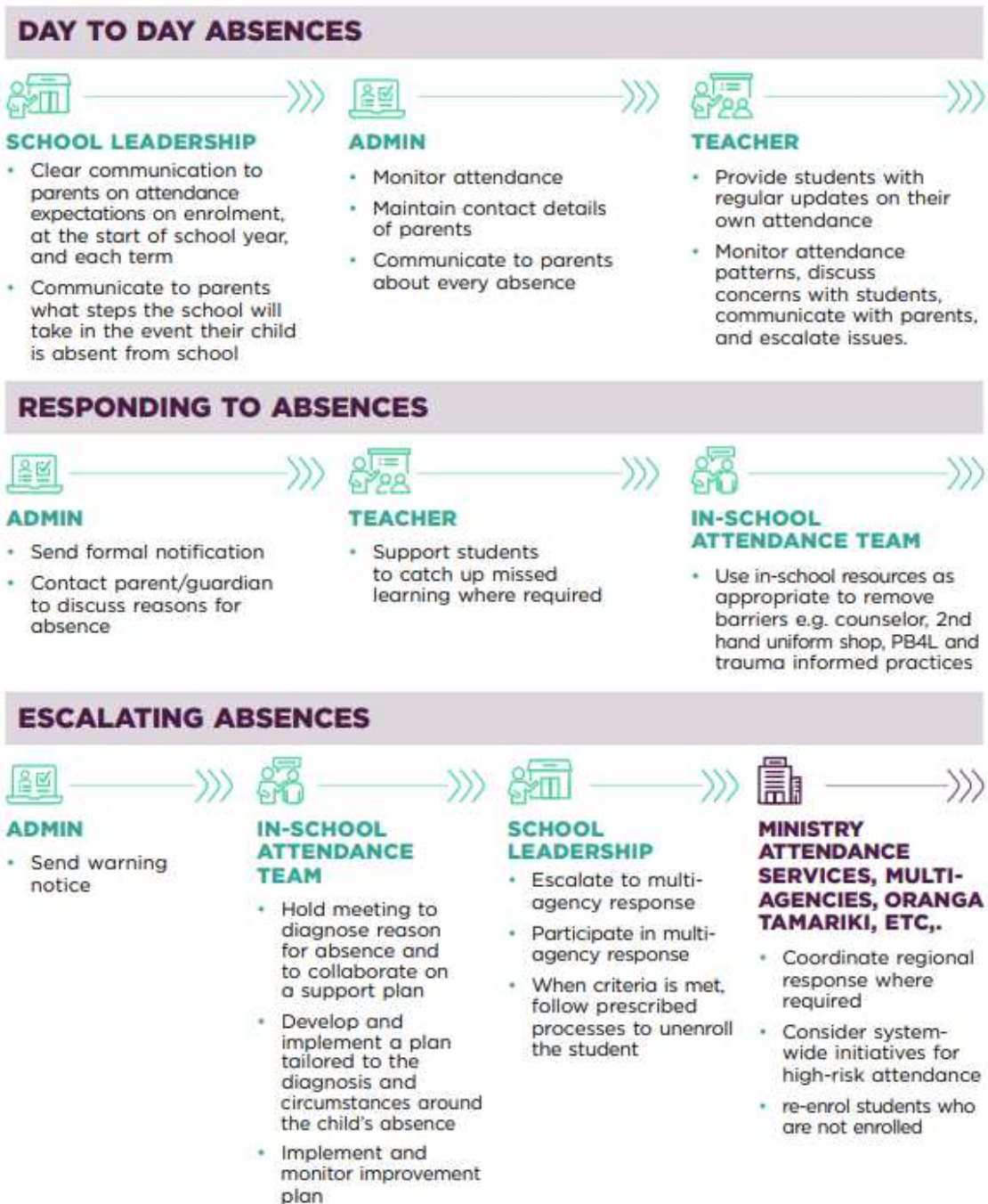
- Attendance is measured in **half days**.
 - Schools are generally open for two half-days. One in the morning, before noon, and one in the afternoon.
 - Attending for a half day requires a minimum of 2 hours of being present at school.
- Three categories for attendance
 - **Present:** Students are present 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 fifth 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



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.

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

From 10:30 a.m.

- Valid Explanation: P, D or M
- 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)
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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)
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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

	Actions
<p>Year 8 – 13 student arrives late to school</p> <ul style="list-style-type: none"> • Sign in at Student Services • Provides explanation <p style="text-align: center;">Year 7 students</p> <p><i>Terms 1 – 2 each year</i> 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.</p> <p><i>Terms 3 – 4 each year</i> Students follow the exact same process as Year 8 – 13 students. This includes a Red Slip being issued for invalid reasons.</p>	<p>If the reason is accepted as valid:</p> <ul style="list-style-type: none"> • 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) <p>If the reason is NOT valid:</p> <ul style="list-style-type: none"> • '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
<p>If a student arrives at class over 5 minutes after leaving Student Services</p>	<ul style="list-style-type: none"> • 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
<p>Monitoring of lates</p>	<ul style="list-style-type: none"> • 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.

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.

From: Automated Staff Notifications <office@middleton.school.nz>

Sent: Friday, August 29, 2025 6:01 PM

To: Martin de Ruiter <m.deruiter@middleton.school.nz>

Subject: Automated Staff Notification

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.

APPENDICES



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.

Appendix Two: Communicating with parents about attendance: Pro-Form Letters

Setting Expectations

- The messages below can be sent to parents at the start of the year and others at the beginning of each term.
- The communication comes from the principal.
- Send out a translated version as necessary.

Start of the Year communication to parents

Dear Parents and Caregivers,

Re: Expectations Around Student Attendance

We're writing to share our expectations regarding student attendance and to highlight the important role you play in supporting your child's regular attendance at school. Attending school every day is vital for your child's learning, progress, and future opportunities.

Under the **Education and Training Act 2020**, you are legally required to ensure your child attends school every day that it is open (i.e., during term time).

When Your Child is Absent

- **Contact the school** if your child will be absent, arriving late, or leaving early: you must provide a clear explanation for the absence; otherwise, the student will be marked as truant. If the absence is due to an appointment, please specify the nature of the appointment, such as a doctor's appointment or a dentist's appointment.
- **Let us know as soon as possible** if your child is unwell or attending a medical appointment.
- Please note that **holidays during term time are not an acceptable reason** for absence.
- Likewise, **personal activities** such as haircuts or shopping should not be scheduled during school hours.

Supporting Regular Attendance

- Talk with your child about why going to school every day is important.
- If your child is reluctant to attend school, have a conversation with them. If needed, please don't hesitate to reach out to us; we are here to work together.
- Support your child to return to school quickly after any absence. The longer they are away, the more difficult it becomes to catch up.

What You Can Do at Home

- Be positive about school and talk about your child's goals and future.

- Establish good routines. Prepare bags and lunches the night before and create a calm morning schedule.
- Ask your child what they did at school each day and praise their efforts.
- Remind them – and yourself – that *better attendance means brighter futures*.

By working together, we can ensure your child gets the most out of their learning journey.

Thank you for your ongoing support.

(Principal Name)

Expectations at the start of the school year – version 2

Dear Parents and Caregivers

One of our priorities for 2026 is student attendance. You will hear us talk about it often, with you, with our students, and among our staff. Why? Because we know how much it matters.

Did you know that if a student misses just one day every two weeks, by the time they are 16, they will have lost more than a whole year of learning? That is why regular attendance is so important. As parents and caregivers, you play a vital role, alongside our school, in helping to build strong, lifelong habits of showing up every day.

By law, every student is required to attend school daily, and together we share the responsibility of ensuring students are present and engaged from their very first day. If your child will be away, for example, for a tangi or a medical procedure, you must let us know. Please remember that family holidays or activities outside of school (that are not organised by the school) are not acceptable reasons for being absent.

We know it is not always easy to decide if your child is well enough to come to school. If you are still unsure, reach out; we are here to work with you to support your child.

If you are having trouble getting your child to school, please do not hesitate to talk to us. We are committed to helping every learner succeed, and that starts with being present.

We have a school culture that values and supports attendance every single day by ensuring:

- Teachers and staff form strong, caring relationships with students and families.
- Our school recognises and values who your child is, created in the image of God, who they are in Christ, and what is important to your family.
- We take every practical step to make sure your child is at school, safe, and progressing in their learning.
- Our school is a welcoming and safe place where everyone belongs.

If you have any questions or concerns about attendance, please don't hesitate to contact us.

The following reminder can be included in the communication sent by the Dean or Head of School. Adjusted for the International College.

Reminder: Explaining Student Absences Message One

Absences

The Ministry of Education requires all student absences to be explained by parents or caregivers. Where no explanation is provided, the absence must be recorded as *truancy*.

If your child is absent, please notify the school promptly with the reason. This helps us keep accurate records and support your child's learning.

Reminder: Explaining Student Absences Message Two

Absences

Our commitment to the safety and well-being of our students requires that parents notify the school of a student's absence and the reason for the absence by 8:45 a.m. on the morning of the absence.

Explanations directly from students are not acceptable and must be received from the authorised parent or guardian.

Absences can be reported by:

- a. School App
- b. Website "Report Absence"
- c. Phone call 03 348 9826
- d. Email to absences@middleton.school.nz

Classroom or Whanau teachers should NOT be the first point of contact for absence emails.

If the school has not been contacted by a parent/guardian regarding an absence, a notification will be sent. Should you receive communication regarding an Unexplained Absence, please contact the school as soon as possible so we can update our records. If no explanation is received, the student will be marked as truant until an explanation is provided.

Start of each Term

PRIMARY SCHOOL

Dear Parents and Caregivers

OUR EXPECTATIONS FOR STUDENT ATTENDANCE

Regular attendance at school is vital to your child's success, and there is a clear connection between going to school regularly and doing well in the classroom. Making sure students attend and engage in learning is a shared responsibility. As a parent, you are responsible for making sure your child attends school every day.

If your child is going to be absent for any reason, it is essential that you let us know as soon as possible. The best way to inform the school of your child's absence is by using the SchoolApp (name of app) to confirm your child's absence and **provide us with a clear explanation**. If no explanation is given for the absence, the child will be marked as truant. This must be done before the start of the school day. An alternative way to inform the school is to leave a message on the school phone 3489826 (Press 1 for Absences) or send an email to absences@middleton.school.nz. Make sure you leave a reason for your child's absence. You do not need to contact your child's teacher, as the primary School Office Manager, Jan Pelvin, will do this.

We acknowledge that there are genuine reasons students may occasionally be absent. However, without regular attendance, your child will struggle to make progress. If your child is absent regularly or for extended periods, we will contact you to discuss the situation.

We are committed to supporting your child's attendance at school. If you're having difficulty getting your child to school, you can ask for support by speaking with your child's teacher.

We can work with you to develop a support plan that addresses any barriers to regular attendance.

Kind regards

Christine Buckley

Head of Primary School

Dear Parents and Caregivers

OUR EXPECTATIONS FOR STUDENT ATTENDANCE

Regular attendance at school is vital to your child's success, and there is a clear connection between going to school regularly and doing well in the classroom. Making sure students attend and engage in learning is a shared responsibility. As a parent, you are responsible for making sure your child attends school every day.

If your child is going to be absent for any reason, it is essential that you let us know as soon as possible. The best way to inform the school of your child's absence is by using the SchoolApp (name of app) to confirm your child's absence and **provide us with the reason**. If no explanation is given for the absence, the student will be marked as truant. This must be done before the start of the school day. An alternative way to inform the school is to leave a message on the school phone 3489826 (Press 1 for Absences) or send an email to absences@middleton.school.nz. Make sure you leave a reason for your child's absence.

We acknowledge that there are genuine reasons students may occasionally be absent. However, without regular attendance, your child will struggle to make progress. If your child is absent regularly or for extended periods, we will contact you to discuss the situation.

We are committed to supporting your child's attendance at school. If you're having difficulty getting your child to school, you can ask for support by speaking with your child's Dean.

We can work with you to develop a support plan that addresses any barriers to regular attendance.

(Head of School name)

Another version to use in the newsletter once a term

◆ **Every Day Counts** ◆

Regular attendance is one of the most important factors in your child's success at school.

The **Ministry of Education** requires all students aged 6 to 16 to attend school every day.

✓ Acceptable reasons: illness, medical appointments, tangihanga (funerals).

✗ Not acceptable: family holidays during term time or outside activities not organised by the school.

👉 Please plan family holidays during official school term breaks to keep your child on track with learning, friendships, and routines.

When a student is absent, but the parent has not notified the school.

- Kamar text auto notification: Year 7 – 13
- Phone call: Primary School, International College
- Email as a last resort if no phone contact can be made

Dear (parent)

(Student's name) was marked absent today.

Please get in touch with us as soon as possible to provide a reason; otherwise, they will be marked as truant.

Thank you

(name of AO, etc.)

Where a student has not cleared their '?' by the end of the week. Email to be sent by the dean

Dear Parent/Caregiver,

Re: Unexplained Absence

Your child was absent from class last week, and in accordance with our procedures, they were given one week to provide an explanation for this absence. Unfortunately, no explanation has been received.

The Ministry of Education requires schools to record the reason for every student's absence. Where no explanation is provided, the absence is recorded as *truancy*. This has now been applied to your child's attendance record.

If you can provide an explanation for this absence, please contact [Dean's Name], as soon as possible so that the record can be updated accordingly.

We appreciate your support in ensuring that your child maintains regular attendance at school and that all absences are appropriately explained.

Yours sincerely,

[Your Name]

[Dean]

Late to school

Primary School

Dear Parents/Caregivers

It has come to my attention that (student name) has been late to school on a regular basis, and this is affecting his/her learning.

Children who are regularly late often miss important instructions and learning at the start of the school day. Teachers must spend valuable time repeating these instructions while the rest of the class waits and updating their class roll. Children who are late to school do not have time to prepare for the day and complete tasks such as sharpening pencils, handing in homework, and finding the necessary learning materials.

If your child's lateness is caused by tiredness, consider adjusting their bedtime or routines to allow for sufficient time to wake up and prepare for school.

Once learning has started, late children disrupt the teaching and learning of the whole class. We consider regular lateness to be inconsiderate of the needs of others in the class.

I would be grateful if you could attend to this matter by planning to drop your child off at school no later than 8:40 a.m. each morning.

If you have any questions regarding this letter, please get in touch with your child's teacher in the first instance.

Kind regards

Christine Buckley

Head of Primary School

Late to school – Middle School and Senior College

Dear Parents/Caregivers

It has come to my attention that (student name) has been late to school on a regular basis, and this is not only affecting their own learning but also that of others.

Students who are regularly late often miss important instructions and learning at the start of the school day. Teachers must spend valuable time repeating these instructions while the rest of the class waits and updating their class roll. Once learning has started, students arriving to class late disrupt the teaching and learning of the whole class. We consider regular lateness to be inconsiderate of the needs of others.

I would be grateful if you could attend to this matter by ensuring your child arrives at school no later than 8:45 a.m. each morning.

If you have any questions regarding this letter, please get in touch with your child's Dean in the first instance.

Kind regards

Name

Head of Middle School/Senior College

Absence for medical reasons over three days

Dear Parent,

We're sorry to hear that (student name) has been unwell. We hope s/he is feeling better and on the road to a full recovery.

Due to the number of days (student name) has been absent from school, we are required to have a medical certificate on file. If it has not been possible to see a GP, we kindly ask that you provide a written explanation outlining the nature of the illness and an expected date for their return to school.

Thank you for your understanding and cooperation. Please don't hesitate to reach out if you have any questions or need further support.

Blessings,

(Name)

Taking students out for a holiday

Sent by SS when a parent notifies the school they are taking their child on a holiday during term time.

Dear Parents and Caregivers,

Family Holidays During Term Time

At Middelton Grange School, we greatly value the partnership we have with you in supporting your child's education. One of the most important factors in student success is **regular, consistent school attendance**.

We are aware that some families consider taking holidays during the school term. While we understand the value of family time, we must make it clear that under New Zealand law, this is **not a valid or acceptable reason for a student to be absent from school**.

The **New Zealand Ministry of Education** states that:

- **All students aged 6–16 are legally required to attend school every day.**
- Absences are only justified in certain circumstances, such as illness, medical or dental appointments, or tangihanga (funerals). Family holidays and extracurricular activities not organised by the school are **not considered acceptable reasons for absence**.

Missing even a few days of school has a significant impact. The disruption of term-time holidays means students miss not only class content but also important routines, peer interactions, and continuity in their learning.

We kindly ask that you plan family holidays during official school term breaks. This helps us to work together to give your child the strongest possible foundation for success—both now and in the future.

Family holidays taken during the school term are noted on your child's attendance record as an "Unjustified Absence." For Senior College students, the Principal's Nominee has been notified of the unjustified reason for absence, as no accommodation will be made for missed assessments. This may affect your child's qualification results at the end of the year.

This email is sent on behalf of the head of School and is copied to the Head of School, Dean, Whanau Teacher (and Principal Nominee if relevant)

Attendance updates to students: Year X to 13

This message provides students with an update on their attendance to encourage good attendance habits. Sent out during the school holidays (Terms 1 – 3), sent at the end of the school year, including a summary for Term 4 and the whole year.

- Sent to Year 7 – 13 students via Kamar.
- Year 1 – 6 students – send the email to the parents to celebrate with their child.

Dear (student name)

Your attendance for Term X, 2025 is [92]% attendance

Well done! This is above the target range of 90% or higher that we set for students at Middleton Grange School.

Regular attendance builds strong routines, supports learning continuity, and ensures you don't miss out on valuable classroom instruction and social development opportunities.

We are very proud of your achievement.

Yours sincerely

Principal and Head of School

Regular attendance reporting to parents

This provides parents with an update on their child's attendance to encourage good attendance habits.

Sent to parents via email.

Sent during the school holidays (Terms 1 – 3). Sent at the end of the school year, showing term 4 attendance and a summary for the year.

Dear parents

Celebrating Excellent Attendance!

We are writing to you with some wonderful news regarding (student's name)'s attendance at Middleton Grange School. We wanted to take a moment to celebrate (student name), who has achieved an outstanding attendance rate of X% for Term X, 2025. This is a fantastic result and an excellent example of what regular attendance looks like.

At Middleton Grange School, we define regular attendance as being at school 90% to 100% of the time.

Every school day counts, and (student name) has consistently maintained an exceptionally high level of attendance, staying within our target range for regular attendance.

We have found substantial evidence that regular attendance makes a significant difference in a student's school experience. The more often a student is at school, the greater their chance of:

- Academic progress and achieving their learning goals
- Successful integration and connection with their peers and teachers.
- Feeling a sense of belonging within the school community.

Consistent attendance builds strong routines, supports learning continuity, and ensures students don't miss out on valuable classroom instruction and social development opportunities.

Thank you for your continued support in ensuring (student name) attends school regularly. Your commitment plays a vital role in their success.

We are proud of (student name)'s achievement!

Yours sincerely

Principal and Head of School

First formal notification where a student has up to 10 school days of absence in a term.

Notification is emailed to the parent, followed by a phone call to arrange a meeting time at school.

Dear parents

[Student's name] has been absent for [number of days absent] days this term. That means their attendance rate is less than [80]%.

We need to have a discussion to better understand the reasons for their absences and to see what the school can do to support you in improving [student's name]'s attendance.

Please meet with me on [date] or send me an [email/message] to arrange a time.

Thank you

[Staff member's name and role]

Escalated form notification where the student's absences have reached 14 days in the term.

Notification is emailed to the parent, followed by a phone call to arrange a meeting time at school.

[Student's full name] – Continued low attendance

Dear [parent's name]

I am writing to inform you that [student's name] 's attendance has not improved sufficiently since we last spoke. Our attendance records show that (student name) has been absent for [xx] days this term.

It is important for students to attend school to set them up for success, and they are legally required to attend school every day. We share the responsibility of ensuring students attend and engage in learning from the moment they first start school.

We've already had a discussion with you about [student's name]'s attendance on [date of chat/meeting]. Unfortunately, things haven't improved.

We need to meet and make a plan to ensure [student's name] returns to regular attendance, so their learning stays on track.

I will give you a call [or, Please get in touch with me urgently on [contact details] so we can arrange a time to develop this plan.

Thank you

[Principal's or deputy/associate principal's name]

Warning notice due to absences being 15 days or more in the term.

Notification is emailed to the parent, followed by a phone call to arrange a meeting time at school.

Referral / Consideration of Legal action:

Dear [parent's name]

This is to inform you that [student's name] has not had regular attendance at Middleton Grange School. To date, their absences have reached X days this term.

This letter is to inform you of your legal obligation to ensure that [student's name] attends school whenever it is open and to request that [student's name] returns to regular school attendance immediately.

School staff have engaged with you on the occasions listed below to discuss these ongoing absences and attempt to get [student's name] attendance back on track.

- [email/letter, date]
- email/letter, date
- details of meeting, date
- details of meeting, date]

The school has also involved [external agencies involved] to support [student's name] to return to regular attendance.

This has not resulted in an improvement in [student's name] 's attendance at school.

Section 36 of the Education and Training Act requires a student to attend the registered school at which they are enrolled whenever it is open. Section 244 provides that a parent of that student commits an offence if they do not attend as required by Section 36.

If there are insufficient improvements by [date], the board will consider the appropriate next steps available, which may include referring the matter to the Ministry of Education for consideration of prosecution for irregular attendance under Section 244 of the Education and Training Act 2020.

Please contact [school leader name] as soon as possible, no later than (date), with any questions you may have.

Yours sincerely

[principal]

Appendix Three

Links to MOE Resources

"A COMMON APPROACH" TO DETERMINING ATTENDANCE CODES

Note: J can be for a maximum of 5 consecutive⁴ 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 tournaments⁵.
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.**

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.

⁴ 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.

⁵ 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.

The student is travelling for:
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

Justified Absences

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.

