

# Everglade Primary School

## Attendance Management Plan (AMP)

<b>Approval:</b>	<i>25/02/26 by School Board</i>	<b>Published on:</b>	<a href="https://www.everglade.school.nz/">https://www.everglade.school.nz/</a>
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### Overarching Attendance Objectives and Strategic Priorities

Regular attendance is fundamental to the well-being, success, and achievement of our tamariki. Every day a student is at school, they have access to consistent learning, build strong social relationships, and benefit from the full spectrum of school support. Absences, especially when chronic, disrupt learning progress, make social reintegration challenging, and can signal underlying issues needing support. Our goal is to foster a school culture where attending school regularly is highly valued and supported by all stakeholders.

The New Zealand Government has set a national target for 80% of students to attend school at least **90% of the time**. This means that students should be absent for no more than **one day per fortnight** to ensure they are fully engaged in their learning.

At Everglade Primary School, our school vision underpins our approach to attendance - our pupils become capable learners, effective communicators and responsible citizens. Our Stepped Attendance Response outlines our process for monitoring, supporting and improving attendance so that our tamariki can strive to fulfil their full potential.

### Strategic Plan

Everglade Primary School's [Strategic Plan](#) supports the school's second Strategic Goal, which states 'Maintain high levels of academic achievement', by ensuring students are present to learn. It aligns with our Annual Implementation Plan's strategic initiative that states 'Increase Student Attendance - to improve learning outcomes'.

### Current Attendance Data

2025 Every Day Matters Attendance Data

Categories	Term 1	Term 2	Term 3	Term 4	Averages
<b>Regular Attendance</b> (over 90%)	70%	65%	57%	60%	63%
<b>Irregular Absence</b> (80%-89%)	18%	22%	23%	21%	21%

<b>Moderate Absence</b> (71 - 79%)	4%	5%	11%	9%	7%
<b>Chronic Absence</b> (70% or less)	7%	8%	9%	9%	8%

## Attendance Targets for Everglade Primary School

Our target is to lift and sustain regular student attendance in 2026 by achieving the following goals:

1. Increase the school's overall Regular Attendance rate from **63%** to **70%** by the end of 2026.
2. Reduce the number of students who are **Chronically Absent** (attending  $\leq 70\%$  of the time) from **8%** to **7%** by the end of 2026.
3. Term 3 has been identified as the term with the lowest attendance rate over the last 2 years. The 3rd target is to make excellent attendance a school-wide focus in Term 3 in order to increase the percentage of regular attenders to a minimum of 65%.

## Attendance Policy

### Student Attendance

Everglade Primary School has procedures to record and monitor student attendance, and to identify and respond to attendance concerns. Regular school attendance is critical for student success. Patterns of absenteeism impact academic achievement, social development, and overall well-being. We work alongside students, parents and caregivers, staff and external agencies, where necessary, to improve our levels of student attendance.

As required by the Education and Training Act 2020 (s 35), students between six and sixteen years old must be enrolled at school. Every enrolled student must attend school whenever it is open, unless they are prevented from doing so by sickness, accident, or other reasonable cause. The Everglade Primary School Board takes all reasonable steps to ensure all students enrolled at Everglade School attend when it is open for instruction (Education and Training Act 2020 s36) and to ensure student attendance is managed effectively.

### Parent/Guardian Obligations

Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s 244). We expect parents/guardians to:

- Ensure their children attend school every day, on time, from 8:55am - 3:00pm unless there is a justified reason for absence (i.e. medical)
- Notify the school on the first day of absence and for every subsequent day of absence as soon as possible
- Provide clear reasons for every day of absence, using the HERO app or by contacting the school office

- Arrange appointments and trips outside of school hours or during the school holidays, where possible
- Work collaboratively with the school to address any attendance concerns

Parents/ guardians are regularly informed of the school's expectations about regular attendance, and attending school on time. Staff will mark the roll accurately and punctually at 8:55am and 1:45pm, so that any absence or punctuality concerns can be promptly addressed with whānau. The Attendance Coordinator (one of the Deputy Principals) will track, analyse and action attendance concerns on a weekly and half termly basis, coordinating with Office Staff (Raewyn). Parents will be contacted for an Attendance Hui to discuss options to remedy the situation of continual absences and lateness, and create an Action Plan. Understanding attendance patterns and asking 'why' helps in identifying underlying barriers and addressing them effectively. Chronic absenteeism will be referred to Attendance Services.

This Plan should be read in conjunction with the school's Student Attendance Policy, Child Protection Policy, Student Behaviour Expectations Policy, and Student Strategies Policy.

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## Attendance Management Procedures

### Attendance Expectations

At Everglade, we set and reinforce our attendance expectations through:

- **School Website:** Attendance expectations are shared through the school website under the 'Attendance' page.
- **Enrolment Form:** expectations are documented on the online enrolment form.
- **Enrolment Discussions:** Attendance is discussed during the first transition meeting for families of newly enrolled Year 0/1 students. All new enrolments receive a paper summary of this plan and it is discussed at enrolment interviews.
- **Regular Newsletter Communications:** Reminders and messages about attendance will be shared through the school's newsletter, which, as a minimum, will share the data from the school's mid and end of term attendance monitoring.
- **Termly Hero Posts:** Families receive termly updates about their child's attendance through Hero. These may take the form of celebratory messages of regular attendance, warning notifications of worrying attendance, escalated formal notifications of concerning absences or an urgent notice of an upcoming Attendance referral.
- **Social Media:** the school Facebook app will positively reinforce regular attendance, using the Ministry of Education's Attendance campaign resources.
- **Team Assemblies:** Attendance Awards are given termly for outstanding attendance ( $\geq 98\%$ ) and punctuality (no more than 2 lates), and an End-of-Year Award for  $\geq 98\%$  overall attendance.
- **End of Year Awards:** Students with outstanding attendance at the end of the year will be recognised at the junior and senior prize giving ceremonies.

- **Direct Engagement:** The Deputy Principal (Attendance Coordinator) and Office Staff discuss expectations during follow-up calls and meetings with families of students with moderate or chronic absenteeism where necessary.

### Attendance Codes

1. Our school follows the Ministry of Education expectations for coding attendance.
2. The Office Administrator in consultation with the Principal or Deputy Principal, makes final decisions on which codes are used for student absences.

### Recording Attendance

#### Student and Whānau Responsibilities

- Students must arrive in class before 8:55am for the morning roll.
- Students must return to class by 1:45pm for the afternoon roll.
- If students arrive at school after 8:55am, they sign in using the VISTAB at the Office and hand the late ticket to teachers.
- Students picked up early are signed out at the Office using the VISTAB.
- **Extended periods of sickness:** families of students absent for 5 or more consecutive days for sickness should provide medical certificates to the school office.
- **Holidays/ Overseas Travel:** families complete a 'Holidays/ Overseas Travel' Form to notify school on the exact dates students will be away, and hand it in to the school office. Students who will be absent for 20 or more consecutive days will be unenrolled from the school.

#### Teacher Responsibilities

- **Recording:** Teachers mark the electronic register (Hero) at 8:55 am (for morning) and 1:45 pm (for afternoon). If parents have informed teachers about the reason that their child will be absent, teachers can add a note to their attendance (through the Roll on HERO) or inform the office.
- **Codes Used:** **P** (Present), **M** (Medical/Illness), **G** (Holiday During Term Time), **L** (Late), **D** (Doctor/ Dental appointment), **?** (Temporary - Unknown reason), **T** (Truant/Unjustified).
- **Late Students:** Ensure all students arriving after 8:55 am (the second bell) have obtained a 'late ticket' from the VISTAB at the Office. If they haven't, send them back to the Office to get one.
- **Relievers:** Relievers mark a paper class list and send it to the Office for entry.
- **Storage:** Attendance records are stored digitally via the Hero Student Management System (SMS) and retained in line with Ministry guidelines.
- **Medical Certificates:** If received, post onto the 'Attendance Interventions' page on a student's HERO profile
- **Timely escalation:** complete the 'Weekly Attendance Insights' Google sheet every Friday to flag students with attendance or punctuality issues in a timely manner.

#### Office Responsibilities

- Morning procedures: Raewyn - (OR Rachel if Raewyn is absent)
  - Checks Attendance has been marked
  - Reminds teachers if it has not marked
  - Checks 'Late' children have been marked (L)
  - 9.00am - Checks recorded messages for absences

- 9.15am - Sends automated message to parents
- Marks children 'Justified' or 'Unjustified' - uses judgement
- Following up on consecutive absences: Raewyn -
  - Identifies students
  - On 3rd day, rings contacts to check on student - records on Google Sheet
  - Decision on whether further discussion needed with Attendance Co-ordinator
- Friday Afternoon - Raewyn checks Attendance TAB on HERO
  - Allocates **T (Truant)** - for any child with an unresolved **? (Temporary)** - for any day of the week where no explanation has been received.
  - Ensures all Attendance Interventions have been filled in on the Hero page awaiting notes

### Steps for Following Up on Unexplained Absences (? code)

- **9:00 am:** Office Staff (Raewyn/Rachel) check recorded absence messages.
- **9:15 am:** If no notification is received, an automated message is sent to the parent/caregiver.
- **Resolution:** Office Staff use judgment to update the roll to the appropriate attendance code.
- **End of Week:** Every Friday afternoon, any unresolved ? (Temporary) code is changed to T (Truant) by the Office Staff.

### Monitoring Practices (Stepped Attendance Response - STAR)

#### Identifying Barriers and Patterns of Concern

The Deputy Principal (Attendance Coordinator) will regularly track and analyse patterns of Attendance and Lateness across the school. Alongside referrals from teachers and office staff, the DP will use the following practices to promptly identify concerning patterns of attendance:

- Weekly Insights Check - completed by teachers every Friday based on number of days absent
- Attendance Tracking Log - completed mid term and end of term by Attendance Coordinator
- Attendance Services Referrals Group on Hero - edited by Attendance Coordinator (private)
- Attendance Watchlist Group on Hero - edited by Attendance Coordinator (shared)

Attendance and punctuality patterns and concerns will be discussed at Exec Meetings on a fortnightly basis.

#### Attendance Thresholds

The school will use the Stepped Attendance Response (STAR) thresholds to identify concerning absence and trigger a response.

Good Attendance	Worrying Attendance	Concerning Attendance	Seriously Concerning Attendance
Regular attendance: 90% +/ Less than 5 days absence	Irregular attendance: 80-89%/ Up to 10 days absence	Moderately absent: 71-79%/ Up to 15 days absence	Chronic absence: 70% and under/ 15 or more days of

in a school term	in a school term	in a school term	absence in a school term
<p>If your child is attending regularly, you can expect:</p> <ul style="list-style-type: none"> <li>• School to communicate with whanau about every absence using text message</li> <li>• Maintain contact details of all parents</li> <li>• Recognition using termly Hero Community Posts to families</li> <li>• Students with outstanding attendance (&gt;98%/ 1 day absence) and punctuality (no more than 2 lates) will receive an attendance award at the end of every term in a team assembly</li> <li>• Students with regular attenders will earn a termly reward at school</li> <li>• Student names will go into a termly draw for families to win a \$100 Woolworths voucher</li> <li>• An End-of-Year certificate for outstanding attenders (and no more than 8 lates) at Prizegivings</li> <li>• End-of-Year pins will be rewarded for 100% Attenders (and no more than 8 lates)</li> </ul>	<p>If your child has some absences, you can expect:</p> <ul style="list-style-type: none"> <li>• School to communicate with whanau about every absence using text message or phone call</li> <li>• Termly Hero Community Posts to families with attendance updates</li> <li>• DP and Office staff will discuss patterns and DP will contact families where needed</li> <li>• Use of in-school resources as appropriate to remove barriers, (e.g. SWis, uniform etc)</li> </ul>	<p>If your child has many absences, you can expect:</p> <ul style="list-style-type: none"> <li>• Two termly Hero Posts to families to escalate concerns, with requests for more information and/or a hui</li> <li>• Use of in-school resources as appropriate to remove barriers, (e.g. SWis, uniform etc)</li> <li>• Teachers will flag any concerning patterns to DP, and DP will contact families by phone</li> <li>• DP may request an interview, and discussions may lead to the creation of an Action Plan</li> <li>• All follow up actions and communications recorded in SMS</li> <li>• Support from Attendance Services or other agencies as needed</li> </ul>	<p>If your child has a lot of absences, you can expect:</p> <ul style="list-style-type: none"> <li>• Two termly Hero Posts to families expressing serious concern about student absences, with requests for more information and/or a hui</li> <li>• DP sends an Urgent letter requesting an Attendance Hui, and failure to make contact will result in an Attendance Services Referral</li> <li>• Students will join at Attendance Watchlist to allow for timely conversations with whanau</li> <li>• Persistent Chronic Absentees will be referred to Attendance Services</li> <li>• All follow up actions and communications recording in SMS</li> </ul>

### Escalation Pathways and Interagency Involvement

1. **Consecutive Absences:** On the 3rd consecutive day of absence, Office Staff ring the parent/guardian to check on the student and record the contact on the Google sheet. A decision is made regarding further discussion with the Attendance Coordinator.

2. **Tier 3 Referral:** Once a student meets the criteria for Chronic Absence (Tier 3), a formal referral is made to the Attendance Service (A.S.A.).
3. **Attendance Services Role:** The Attendance Officer responds via telephone, school visit, or home visit to gather information, discuss concerns, and support communication between the student, school, and family until regular attendance is restored. They work closely with the DP Attendance Coordinator.

### **Supporting Students Returning to School**

1. To mitigate loss of learning in the classroom, teachers will differentiate practice.
  2. Kaiako will operate a positive and inclusive classroom culture to welcome students back to school and re-establish friendships.
  3. Depending on the level of absence, ongoing monitoring by the school will enable early response to emerging learning or wellbeing issues.
  4. As part of good practice, teachers will ensure that whānau and parents of returning students are kept informed of reintegration progress.
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## **Monitoring and Measuring Progress**

### **Review and Adjustment**

This Plan will be formally reviewed and adjusted annually (December) by the Board of Trustees and School Leadership. Adjustments will also be made in response to any changes in the Education and Training Act 2020 regulations or new Ministry of Education guidelines.

### **Monitoring Effectiveness**

- The DP will track the attendance of all students, and in particular the students who received a Tier 2 intervention (Action Plan) or Tier 3 referral.
  - The Executive Team will review progress and results each term, and this will form the basis of next steps for the following term
  - The Deputy Principal will provide a mid-year (mid term 2) and end-of year (mid term 4) Attendance Report to the Board of Trustees, detailing:
    - Overall attendance data and progress against the annual targets.
    - The number of Tier 2 (action plans) and Tier 3 (ASR) interventions initiated.
    - Recommendations for policy or procedural adjustments.
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