



TIRIMOANA SCHOOL ATTENDANCE MANAGEMENT PLAN

Approval:	18 February 2026	Published on:	www.tirimoana.school.nz
Effective date:	4 February 2026	Review date:	December 2026

Overarching attendance objectives and strategic priorities

At Tirimoana School, we believe that "**Every Day Matters.**" Regular attendance is not merely a legal requirement; it is a fundamental prerequisite for student success and wellbeing.

Research consistently shows a direct correlation between high attendance and academic progress. Every day of absence results in missed learning opportunities, making it harder for students to maintain momentum in their literacy and numeracy development.

School provides a vital sense of belonging. Regular attendance allows students to build stable friendships, develop social-emotional skills, and connect with trusted adults. Frequent absences can lead to social isolation and increased anxiety about returning to school.

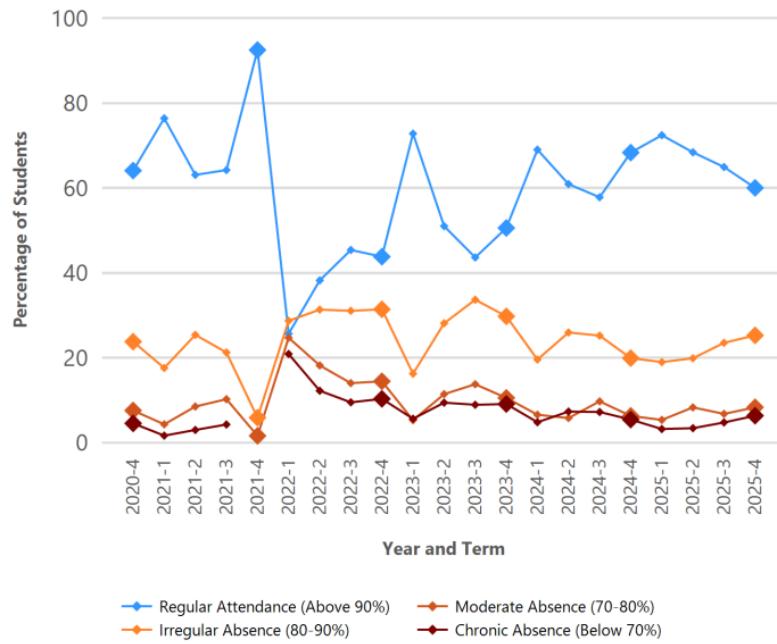
Consistent attendance ensures that students are within a safe, supervised environment where their physical and mental needs are monitored. It fosters a "habit of success" that prepares students for their future educational journeys.

Our Vision for Attendance Success

- Regular Attendance:** Our primary goal is for all students to meet the MOE benchmark of **Regular Attendance (90% or higher)**, which equates to missing no more than 5 days per term.
- Timely Engagement:** Success is also measured by students arriving on time, ready to learn, and parents proactively communicating any absences.
- Reduced Disparities:** Identifying and narrowing the attendance gap for specific student cohorts (e.g., Māori, Pacific, or students with high health needs).
- Collaborative Culture:** A school community where parents and staff work as partners to remove barriers to attendance before they become chronic issues.

Current Attendance Data

How have your student attendance categories changed over time?



Year Term	Regular	Irregular	Moderate	Chronic
2020-4	64%	24%	8%	5%
2021-1	76%	18%	4%	2%
2021-2	63%	25%	9%	3%
2021-3	64%	21%	10%	4%
2021-4	93%	6%	2%	
2022-1	26%	29%	25%	21%
2022-2	38%	31%	18%	12%
2022-3	45%	31%	14%	10%
2022-4	44%	31%	14%	10%
2023-1	73%	16%	5%	6%
2023-2	51%	28%	11%	9%
2023-3	44%	34%	14%	9%
2023-4	51%	30%	11%	9%
2024-1	69%	20%	7%	5%
2024-2	61%	26%	6%	7%
2024-3	58%	25%	10%	7%
2024-4	68%	20%	6%	5%
2025-1	72%	19%	5%	3%
2025-2	68%	20%	8%	3%
2025-3	65%	24%	7%	5%
2025-4	60%	25%	8%	6%

Attendance Policy

School responsibilities

As required by the Education and Training Act 2020, the board:

- takes all reasonable steps to ensure the attendance of students enrolled at our school
- has an attendance management plan that sets out a strategy and a process for the school to identify and respond to student absences
- has regard to any guidelines on the management of school attendance issued by the Secretary of Education when preparing our attendance management plan
- reviews our attendance management plan in accordance with regulations
- makes our attendance management plan publicly available online.

As required by the School Attendance Rules 2025 (published under section 237A of the Education and Training Act 2020) and the Education (School Attendance) Regulations 2024, the principal ensures that the school:

- keeps attendance records for each student enrolled at the school (either by half-day or period) for each half-day that it is open for instruction

- has an absence notification process to enable the accurate and timely collection of attendance records
- uses a Ministry-approved Electronic Attendance Register (eAR) unless exempt
- uses Ministry-approved attendance codes to record attendance or absence for each student for each half-day the school is open for instruction
- provides these attendance records to the Secretary of Education at the end of each school day.

Accurate recording of student attendance ensures all students are accounted for during school hours, EOTC activities, and emergency events, and provides information to help identify and respond to student attendance concerns.

- If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated (e.g. if a student has gone home due to illness) and notify parents/guardians/caregivers in a timely manner so they can respond. If there is reason for concern, we follow our Missing Student Procedure.
- We work with students, parents/guardians/caregivers, staff, and external agencies where needed to identify any barriers to attendance, develop a plan to support attendance and learning, and improve student attendance at our school.
- The Principal/Deputy Principal reports to the board on attendance trends, barriers, and interventions, including by sharing the termly Every Day Matters report.

We ensure that all attendance-related procedures, documentation, and records comply with privacy requirements. We keep attendance records for the length of time required by the School Records Retention and Disposal Schedule.

Parent/Guardian/Caregiver and student responsibilities

As attendance is a shared responsibility, our school communicates with parents/guardians/caregivers and students about attendance requirements and expectations. The school monitors attendance and updates students and parents regularly.

- Parents/Guardians are legally required to make sure their enrolled student attends school every day the school is open (Education and Training Act, s 244).
- We expect students and their parents/guardians/caregivers to communicate and work with the school to ensure regular attendance. We ask parents/guardians/caregivers to contact us as soon as possible to discuss anything that may be a barrier to student attendance and/or to make any requests for exceptions.
- Parents/Guardians/Caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent or late. A reason must be provided no later than the end of the school week. The school will contact parents/guardians/caregivers directly if no explanation is provided.
- Students are not allowed to leave the school during school hours unless permission is requested by parents/guardians/caregivers and given by the school. The student must sign out at the office.

Further supporting information can be found in our [School Docs Attendance Policy](#).

Attendance Management Procedures

Attendance Expectations

We believe that clear, consistent communication is the foundation of a strong attendance culture. To ensure our expectations are understood by all, we:

- Use the School Newsletter as the primary vehicle to keep attendance at the forefront of our community's mind, sharing the importance of regular school habits.
- Utilize the School Facebook page and direct emails for timely reminders about school hours and the impact of missed days.
- Discuss attendance trends and goals during Parent-Teacher Interviews to ensure academic progress and presence are linked.
- Send personalised emails or make direct phone calls when a student's attendance pattern changes, allowing for early support and connection.

Recording Attendance

Accurate and timely data is essential for student safety and MOE compliance. Our recording procedures are as follows:

- Daily Timelines: Classroom rolls are taken electronically by 9:00 am for the morning session and before 1:15 pm for the afternoon session.
- Late Arrival Protocols: Any student arriving after the 9:00 am bell must report to the school office to sign in via Vistab and collect a late slip to present to their teacher.
- Continuity of Records: In the event of an internet outage or the presence of a Relieving Teacher, paper rolls are completed and delivered to the School Secretary for manual entry into EDGE.
- Documenting Known Absences: When whānau provide prior notification for absences (such as medical/dental appointments or planned holidays), the specific reason is formally noted in EDGE to ensure accurate coding.
- Data Integrity: The School Secretary monitors the EDGE system to ensure every child is accounted for, providing a vital layer of safety for our students.

Following Up on Unexplained Absences

To ensure the safety of our students and the accuracy of our data, Tirimoana School follows a rigorous daily process for any student not present at the start of the day:

- Starting at 8:30 am, the School Secretary monitors all incoming absence notifications via email, phone messages, and the school app.

- By 9:10 am, the Secretary conducts a school-wide audit of the EDGE attendance register. Any student not present and without a prior notification is initially marked with a "?" (Unexplained) code.
- The Text Notification System:
 - An automated text message is sent immediately to parents/caregivers of all students marked with a "?".
 - As replies are received, the Secretary updates the EDGE register with the appropriate MOE attendance code (e.g., Medical, Justified, or Unjustified).
- The Secretary performs a secondary check of the afternoon roll from 1:15 pm.
- If no response is received from the whānau by the end of the day, the absence is recorded as Truant (Code T) in accordance with Ministry guidelines.

Monitoring Practices & Escalation

Tirimoana School moves beyond daily tracking to proactively identify patterns that may impact a student's learning and wellbeing.

- If a student is absent for three consecutive days without notification, or if a teacher notices an emerging pattern (e.g., missing every Monday), the classroom teacher is required to make personal contact with the whānau to check in and offer support.
- Each week, Senior Leaders overseeing attendance conduct a thorough review of the registers to:
 - Ensure coding accuracy across all year levels.
 - Identify students who have crossed the STAR (Stepped Attendance Response) thresholds.
 - Monitor the effectiveness of previous interventions.
- Attendance data is a standing item on the Weekly Leadership Meeting agenda. This ensures that concerns are identified early and that a consistent, school-wide approach is applied to every student.
- For students whose attendance falls into the "Chronic" category (below 70% or 80% depending on the specific barrier), Senior Leadership (SLT) will take over the case management. This includes:
 - Facilitating formal meetings with whānau.
 - Coordinating with external support agencies or the Ministry of Education.
 - Developing tailored "Return to School" plans to reduce anxiety and remove barriers.

Stepped Attendance Response – STAR

Responding to all absence



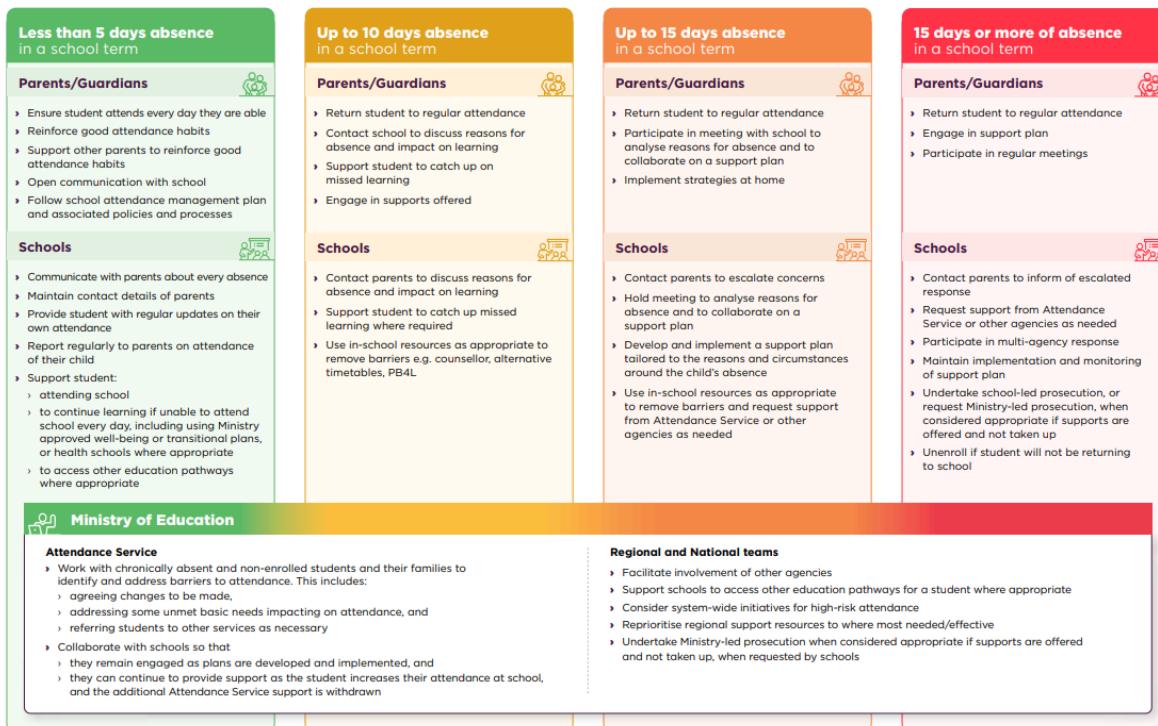
The Government's target is for **80% of students to attend regularly**, that is to attend school more than 90% of the time





Individual Student Attendance activities

Individualised student responses to absence thresholds



Stepped Attendance Response – STAR: Responding to all absence

Version 2: July 2025

In alignment with the Stepped Attendance Response (STAR) framework, Tirimoana School categorises interventions based on the following thresholds:

Tier 1: Universal Prevention (90–100% Attendance)

- Focus: Building a positive school culture where students *want* to be.
- Actions: Celebrating high and improved attendance; clear communication of expectations via newsletters; engaging curriculum delivery.

Tier 2: Early Intervention (80–89% Attendance)

- Focus: Identifying "at-risk" patterns early.
- Actions: Automated daily SMS notifications for unexplained absences; informal "check-in" phone calls from the classroom teacher to discuss barriers.

Tier 3: Intensive Support (70–79% Attendance)

- Focus: Problem-solving and barrier removal.
- Actions: Formal meeting with parents/caregivers; referral to internal pastoral care teams (Team Leader, Deputy Principal).

Tier 4: Significant Concern (<70% Attendance)

- Focus: Statutory requirements and external agency involvement.

- Actions: Referral to Attendance Services (external); multi-agency meetings (e.g., Oranga Tamariki or MoE) if required.