

ATTENDANCE MANAGEMENT PLAN 2026: FLOW DIAGRAM

GREEN: Above 90% Attendance (Absent 5 days per Term) Whānau Teacher / Subject Teacher		YELLOW: Less than 90% Attendance (Absent 10 days per Term) Whānau Teacher	ORANGE: Less than 80% Attendance (Absent 15 days per Term) Year Level Dean	RED: Less than 70% Attendance HoJS/HoSS - SLT
STEP 1	DAILY: Whānau & Classroom teachers mark the roll at the start of the lesson. Attendance Office Personnel sends attendance reminder messages at 11am.			
STEP 2	WEEKLY: Whānau Teachers are monitoring absences and following up and amending question marks (Weekly attendance sheets).	WEEKLY: Whānau Teachers look for patterns of absence and contact home. Attendance Personnel have made contact with parents, caregivers and whānau.	WEEKLY: Year Level Deans have made contact and met with students, parents and whānau to create an attendance to school plan. Attendance Personnel / HoJS / HoSS Weekly Hui to outline and identify concerns/next steps.	WEEKLY: HoJS / HoSS have made contact and met with students and whānau to discuss and implement attendance contracts or find alternative learning pathways for students.
<i>KAMAR entries to be made of contact, outcomes and next steps.</i>				
STEP 3				Working through the Truancy Protocol Process. Letter 1, 2 and Unexplained Absences (UA) letters submitted.
STEP 4				Complete Early Leaving Exemptions, Attendance Services etc. Engage external agencies



ATTENDANCE MANAGEMENT PLAN 2026: ATTENDANCE CODES

Code Group	Sub-Group	Code	Examples
Present	On-site	P - Present	In class and present
		L - Late to class	Late to class and present
		V - Unsupervised exam study	Unsupervised exam study (ON-SITE)
		N - Present but out of class	<ul style="list-style-type: none"> • Internal appointment • On-site school-based activity e.g. cultural / sporting event like Athletics Day / Swimming Sports • Temporary Removal from Class • Prefect Meeting • <u>Time in Sickbay (Wellness Centre note MUST be made on KAMAR)</u> • <u>Time in Raunui - Learning Hub (Raunui note MUST be made on KAMAR)</u>
	Off-site	D - Approved external appointment	If a student cannot attend an appointment out of class hours e.g. <ul style="list-style-type: none"> • Medical appointments (doctor, dentist) • Specialist appointments • Appointments with other professionals (counsellor, social worker)
		Q - Board approved offsite learning	<ul style="list-style-type: none"> • Tangihanga • Cultural / Arts / Sports Event • Performing / Playing / participating in a regional or national school event • Overseas BUT committing to a learning programme • Driver Licence Test • Wellbeing plan or flexible learning plan = Q on days off • Attending an off-site programme for Individual Learning Plan (ILP) • Attending Work Placement or GATEWAY Placement • Rostering home for Group or Year Levels. NOTEL work needs to be available

		A - Alternative Provision	<ul style="list-style-type: none"> ● Students present at <ul style="list-style-type: none"> ○ Alternative Education ○ Teen Parent Unit ○ STP Programme (Trades) ○ Health School
Absent	Justified Absences	M - Illness / Medical absence	<ul style="list-style-type: none"> ● Absent due to illness (includes health-related e.g. anxiety)
		J - Explained and approved	<ul style="list-style-type: none"> ● Family arrangement ● Overseas holiday (no work or commitment to work)
		U - Stood down or suspended	<ul style="list-style-type: none"> ● Stood down or suspended
	Exam Leave	X - Exam Leave	<ul style="list-style-type: none"> ● Study leave off-site (not included in MOE attendance calculations)
	Unjustified Absences	T - Truant	<ul style="list-style-type: none"> ● Student is absent without explanation
		E - Explained but not approved	<ul style="list-style-type: none"> ● Absent without justifiable reason e.g. <ul style="list-style-type: none"> ○ Didn't come to school because of Sports Day ○ Went to watch siblings Production
		G - Holiday during term time	<ul style="list-style-type: none"> ● Holiday taken. Student refused to commit to study or learning programme
		? - Unknown reason (temporary)	<ul style="list-style-type: none"> ● This is a TEMPORARY code. This will be updated once the reason is specified