



TAUPO-NUI-A-TIA COLLEGE
ATTENDANCE
HANDBOOK

Our Vision

Creating an inclusive and dynamic learning environment where all students thrive, achieve academic excellence, and are empowered to make a positive impact in our community and beyond.

Our Values

WHAKAPONO

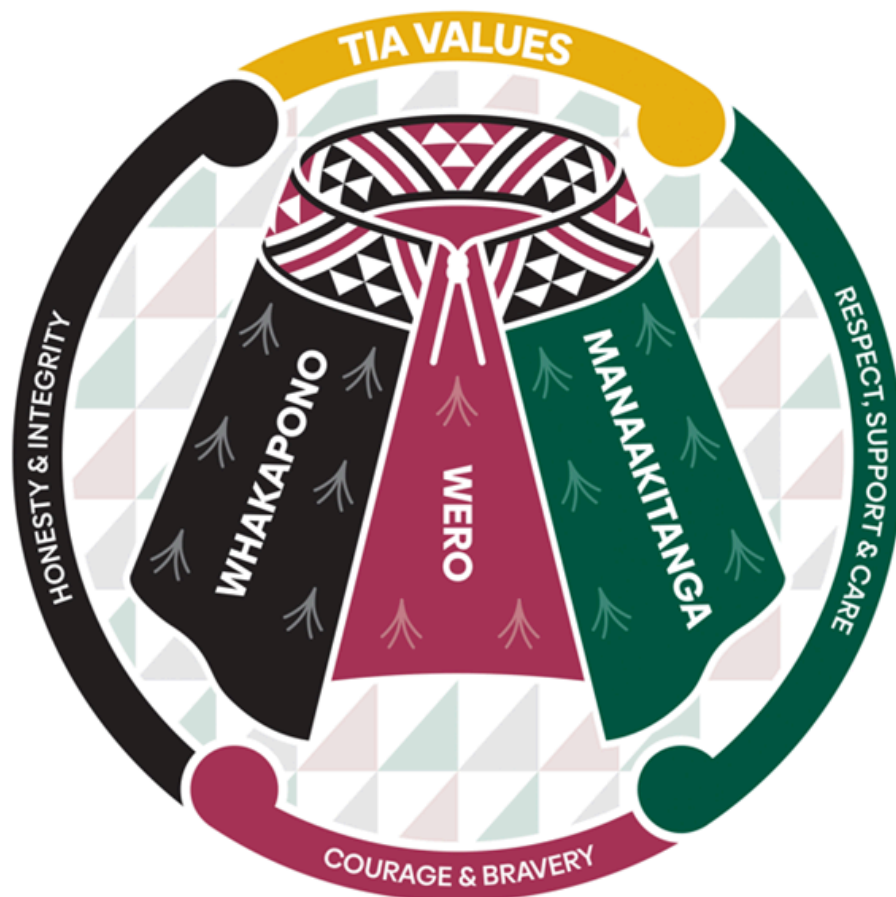
- Reflect honesty and integrity in all that you do.

WERO

- Show courage and bravery in all school related activities.
- Challenge yourself and others around you to be your best.

MANAAKITANGA

- Respect and support everyone around you.
- Work well with others.
- Show care and a sense of duty for others and the environment.



Contents

- **Legal obligation**
- **Rationale**
- **Roles and Responsibilities**
- **Attendance flow diagram**
- **Attendance codes**
- **Attendance Management Plan**
- **Appendix**

Legal Obligation

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 it was open for instruction.

Rationale

Taupo-nui-a-Tia College prioritises student attendance with the aim of supporting the Ministry of Education's national attendance goal of **80% of students attending school regularly**. Consistent attendance is essential for academic success, social development, and overall well-being. Regular attendance ensures that students fully engage with the curriculum, benefit from teacher instruction, and participate in collaborative learning activities. It also helps build positive habits, responsibility, and a sense of community within the school. Prioritizing attendance supports students in reaching their full potential and contributes to a positive school culture. Accurate attendance marking is not only a professional expectation—it is a legal requirement. Attendance data is used for a range of purposes, including legal matters such as custody arrangements, and is now automatically uploaded daily to the Ministry of Education. This makes accuracy and timeliness more important than ever. By working together and following the steps outlined in this plan, we can ensure that every student at Taupo-nui-a-Tia College has the opportunity to succeed through regular, meaningful engagement in learning.

Taupo Nui- a-Tai College Attendance Goal

(working towards National Ministry target of 80% of students attending school regularly)

2026 Term-by-Term Attendance Goals

Term	Regular (90%+)	Irregular (80–90%)	Moderate (70–80%)	Chronic (<70%)
Term 1	Up 5 to 62%	Up 3 to 28%	Down 3 to 7%	Down 5 to 3%
Term 2	Up 5 to 50%	Up 3 to 34%	Down 3 to 10%	Down 5 to 7%
Term 3	Up 5 to 43%	Up 3 to 32%	Down 3 to 11%	Down 5 to 14%
Term 4	Up 5 to 57%	Up 3 to 29%	Down 3 to 10%	Down 5 to 4%

Roles and Responsibilities

Students	<p>Expected to attend every day, arrive on time, and remain on-site during the school day.</p> <p>Student responsibility:</p> <ul style="list-style-type: none">● Be in all classes unless they have a note to justify their absence from class or an emergency arises.● Be punctual to all classes including whānau class. If late to class the student should have an appointment card or a late note from the person that they have just seen. If not, then they will be sent back to get a note of explanation.● Have a note from home or management or appointment card if planning to leave the school grounds. Take the note to the office prior to leaving the school grounds and sign out. Sign back in on return.● Advise parents/caregivers to ring school by 9am to explain any unexpected absence.● Advise parents/caregivers to ring school ASAP to explain any expected absence in the near future.● Bring a note to the office within 24 hours of returning to school if the school has no record of parent/caregiver contact. This includes missing one-off periods.
Whānau and Caregivers	<p>Ensure student attendance and inform the school of absences on the day.</p> <p>Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s 244). We expect parents/guardians to:</p> <ul style="list-style-type: none">● notify the school as soon as possible if their child is going to be late or absent● arrange appointments and trips outside school hours or during school holidays where possible● work with the school to manage attendance concerns. <p>We share attendance expectations with students and their parents/guardians and caregivers, and require students to be present and attend classes on time.</p> <p>Parents/Guardians may ask for their child to be excused from certain areas of the curriculum for religious or cultural reasons. The principal reviews these requests and considers the preferences of the student. The school provides supervision for any students who do not participate in certain areas of the curriculum.</p>

<p>Teachers</p>	<ul style="list-style-type: none"> ● Absences are to be entered on KAMAR within the first 10 mins of class for all class periods. ● Relief teachers will record period-by-period absences manually and must be provided with an accurate class roll and photo roll by the classroom teacher. Manually recorded absences must be handed in to the office by the reliever period-by-period on an accurate class roll. The CAO (College Attendance Officer) enters the data period-by-period and keeps the attendance sheets on file for audit purposes. ● Should a student arrive late to class with a printed “Late Pass: with a ‘with note’ written on it then please record as present “*” on KAMAR. If the “Late Pass” note has ‘without note’ written on it then please record as “L”. Issue lateness impositions as required. If lateness is ongoing or an imposition is not completed, refer to the discipline system. ● If a student arrives at class without a note at the start of the day, then send them to the school office to sign in. They will receive a “Late Pass” and then return to your class. (Then follow instructions from previous bullet point) ● Acknowledge good attendance. ● Identify concerning patterns of absence. Discuss concerns with Whanau teacher/Dean.
<p>Kaihāpai/Whānau Teacher</p>	<ul style="list-style-type: none"> ● Checks student’s attendance each session and discusses any irregularities. Enter any relevant information on Kamar. <i>Student, Details, Attendance, in Absence notes.</i> ● Chase up notes – change code ● Unexplained absence – contact caregiver. ● Observe patterns and report to Kaitakawaenga/Dean.
<p>Kaitakawaenga/Dean</p>	<p>Receive weekly printouts from College Attendance Officer at end of week and then follow up unexplained absences. Monitor the whanau classes overall attendance in relation to school wide goals. Send truancy letter #1 through to CAO</p> <ul style="list-style-type: none"> ● Refer serious cases to senior managers / guidance counsellor ● File weekly printouts once actioned ● Attend regular attendance Hui’s with In school attendance team (ISAT) ● Spot check those arriving late in the morning ● Set up and attend FGCs (Family Group Conference) ● Celebrate good attendance at House assemblies.
<p>DP Responsible</p>	<ul style="list-style-type: none"> ● Share Attendance Plans and Attendance goals with the school community. ● Lead the attendance strategy ● Support interventions

	<ul style="list-style-type: none"> ● Oversee referrals to external agencies ● Monitor on a daily basis ● Attend regular attendance Hui's with In school attendance team (ISAT) ● Send Truancy letter 2. ● Truancy letter #2 through CAO/(AO) delivered ● Attend FGCs (Family Group Conference) ● Liaise with Community police regarding serious cases. ● Monitor the year level and house overall attendance in relation to school wide goals.
<p>College Attendance Officer</p>	<ul style="list-style-type: none"> ● Uses daily records to follow up truants (phone calls, texts, e-mails) ● Prints and issues daily and weekly attendance records ● Enters absence from calls, team lists, stand-downs, suspensions, notes etc. ● Liaises with truancy officer/police/deans//DP/LAs ● Updates computer records from daily relief returns as required ● Issues students with pass for lateness to school ● Set up FGC meetings ● Monitor and follow up on with Attendance code changes by whanau teacher. ● Record and monitor teacher attendance completion. Send out reminders and share details with DP.

Attendance Procedures

Classroom Teacher	<p>DAILY</p> <ul style="list-style-type: none">● Accurately mark the roll in every class (within the first 10 minutes)● Make any changes if required during the lesson time.● Have consequences for those students who arrive late <p>WEEKLY</p> <ul style="list-style-type: none">● Monitor attendance patterns and refer concerns to Dean/Kaitakawaenga.● Celebrate consistent attendance in class. (Tia Cards) <p>REGULARLY</p> <ul style="list-style-type: none">● Communicate with whānau about attendance patterns, both good and concerning.● Support catch-up learning for returning students.
Kaihāpai/Whanau Teacher	<p>DAILY</p> <ul style="list-style-type: none">● Accurately mark the roll in every class. (within the first 10 minutes)● Follow up on unexplained absences promptly. <p>WEEKLY</p> <ul style="list-style-type: none">● Monitor attendance patterns and refer concerns to Dean/Kaitakawaenga.● Celebrate consistent attendance in class.(Tia Cards) <p>REGULARLY</p> <ul style="list-style-type: none">● Communicate with whānau about attendance patterns, both good and concerning.● Support catch-up learning for returning students.● Ensure Codes are correct with a two week cycle.
Kaitakawaenga/Dean	<p>DAILY</p> <ul style="list-style-type: none">● Monitor flagged students and intervene immediately. <p>WEEKLY</p> <ul style="list-style-type: none">● Review attendance data for all whanau classes.● Support Kaihāpai and contact whānau for students <90%.

	<p>REGULARLY</p> <ul style="list-style-type: none"> ● Meet with attendance team to review attendance statistics and plan required actions (Deans, COA, DP , LSC) ● Works with CAO to send letters < 80% each term. ● Sends truancy letters#1 via CAO/DP who records on KAMAR. (No response - refers to DP) ● Attends FGC meeting ● Celebrate consistent attendance in class.
<p>DP Responsible</p>	<p>DAILY</p> <ul style="list-style-type: none"> ● Support roll compliance. <p>WEEKLY</p> <ul style="list-style-type: none"> ● Attends weekly attendance meetings with the CAO. <p>REGULARLY</p> <ul style="list-style-type: none"> ● Meet with attendance team to review attendance statistics and plan required actions (Deans, COA, DP , LSC) ● Follow up with the Dean/whanau teacher regarding accuracy of attendance records. ● Lead responses to chronic absence. ● Meet with Deans/Kaitakawaenga about interventions and referrals. ● Celebrate consistent attendance in class.
<p>College Attendance Officer (CAO)</p>	<p>DAILY</p> <ul style="list-style-type: none"> ● Track student attendance and flag concerning trends. ● Contact whānau for unexplained absences. (Ring/Text home to seek explanation for absences.) <p>WEEKLY</p> <ul style="list-style-type: none"> ● Monitors weekly/daily printouts(Tracks ?) and passes on concerns to Deans/DP. ● Identify students with good attendance for celebratory assemblies. ● Monitors weekly attendance emails that are sent to caregivers. (NEW T4 2025) <p>REGULARLY</p> <ul style="list-style-type: none"> ● Meet with the attendance team to review attendance statistics and plan required actions (Deans, COA, DP , LSC). ● Organises FGC with Dean and DP. ● Support SLT with reporting and data management. ● Organise home visits and escalate concerns to external services

Summary of our Attendance Management Plan for Whanau

Our target is in line with the government's target 80% of students **regularly attending** school by 2030:

Regularly attending is defined as 90%+ attendance rate, present 9 days a fortnight on average, five or less days absence **each term**.

The higher the percentage of attendance in class the better the learning that occurs for all students. Students' attainment of academic, cultural, social goals and their development of sound habits towards future employment are greatly enhanced. Thank you for supporting your child to attend school regularly and on time, making a huge difference to their education.

Each Saturday you will receive an e-mail that includes Attendance Data for the week, term and year. The second table, 'Attendance This Year', top line, 'Attendance Rate' needs to be 90% or higher each term or you will be contacted by member(s) of our Pastoral Team to help put a plan in place for your child to attain the necessary attendance rate for success.

As a reminder, the school day starts at 8.50am (Mon, Tue, Thu, Fri) and 9.10am (Wed) and all students are expected to be here at that time. We encourage parents to help their children develop important life skills and routines now, helping them be punctual to school and future employment. Students late to school for any reason need to supply a signed note of explanation from you, rather than phoning and leaving a message. Due to the high number of phone messages that we receive each morning it is difficult to check all messages before students start signing in late. If they do not bring a note, their Whanau teacher will need to contact you for an explanation of their lateness.

For any other absence, please contact the school through the Schoolbridge app 'Report Absence' page or phone 376 1100 option 1, by 8.50am with a detailed message including your child's full name and detailed reason for absence e.g. Jack Frost has an appointment with his doctor today. For any known future periods of leave during term time, please obtain permission by prior application in writing to the principal.

Our school uses the [Stepped Attendance Response \(STAR\)](#) to guide when and how we respond to absences.



We will stay in contact with you about your child's attendance.

We will work with you to identify any barriers to attendance.

We will work with you to develop a plan to support their attendance and learning.

We will continue to work with you to implement the plan to support their attendance and learning.

We will follow up to find out the reason when they aren't at school.

We may provide support to help them catch up and stay on track.

We may seek support of the Attendance Service or other agencies to remove barriers to attendance.

We will seek support from the Attendance Service or other agencies to support their return to school.

Attendance Thresholds and Responses

- **Green Zone (≥90%) - Good Attendance** – Whanau Teacher/Kaihāpai affirms attendance, teacher celebrates, minimal intervention required.
- **Yellow Zone (80–89%) - Worrying Attendance** – Dean/Kaitakawaenga contacts whānau, and may introduce an attendance plan.
5 Day Absent letter sent - prompt/request a conversation about constructively working towards improved attendance.
- **Orange Zone (70–79%) - Concerning Attendance** – Attendance team meets with students and whānau. Plan created with Attendance Officer support.
10 Day Absent letter sent/Phone call - request a meeting to discuss barriers to attendance and develop an attendance plan.
- **Red Zone (<70%) - Very Concerning Attendance** – SLT leads intensive intervention. External agencies involved where needed.
15 Day Absent letter sent. Ensure parents are aware of their child's continued low attendance
Advise parents of the consequences if their child's attendance does not improve (or a reason for absences isn't provided), offer to discuss the situation
Referral to External ASA

Kaihāpai = advocate, champion, supporter, or promoter.

Kaitakawaenga = A Kaitakawaenga is a term for an intermediary, mediator, or liaison.

(SAMPLE) ATTENDANCE MANAGEMENT PLAN: FLOW DIAGRAM

	GREEN: 90% attendance (5 days per term)	YELLOW: 80% attendance (10 days per term)	ORANGE: 70% (15 days per term)	RED: Less than 70%
Step 1	DAILY: WT MARKS ROLL			
Step 2	DAILY: Subject teacher MARKS ROLL			
Step 3	DAILY: College Attendance Officer (COA) sends absence messages at 10:30am			
Step 4	WEEKLY: College Attendance Officer (COA) Generates attendance list for Whanau classes. Whanau teachers follow up..			
Step 5		Whanau Teacher and Deans discussed weekly attendance data at Regular attendance hui (Deans with Whanau Teachers meeting)– patterns identified. Whanau teacher refer to Dean who contacts home and logs action 5 Day absent letter sent and entry loaded on kamar. If not response from letter then follow up contact is made and a plan is developed.		
Step 6			Regular ISAT hui - Dean discuss with DP 10 Day Absent letter sent and action loaded on Kamar	
Step 7			FGC held , Plan developed In-school request for barrier and counselling support	
Step 8				15 Day Absent letter sent ISAT refers to part-time counsellor, attendance service or interagency support. Taken off roll after 21 days.

	KEY:
ISAT	In-school Attendance Team
CAO	College Attendance Officer.

D	Dean
WT	Whanau Teacher
FGC	Family Group Conference
AS	Attendance services

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 Sports Day. ● Temporary removal from class ● Prefect meeting ● Time in sickbay
	Off-site	D – Approved external appointment	<p>If a student cannot attend an appointment out of hours e.g.</p> <ul style="list-style-type: none"> ● Medical appointments (doctor, dentist), ● specialist appointments ● appointments with other professionals (e.g., 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 program. ● Driving licence test ● Wellbeing plan or flexible learning plan = Q on days off ● Attending an offsite program for IEP ● Attending work placement or Gateway placement ● Rostering home for group or year levels. NOTE: 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 program (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])

Code Group	Sub-Group	Code	Examples
		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 school production
		G – Holiday during term time	<ul style="list-style-type: none"> Holiday taken. Student refuses to commit to study or learning program.
		? – Unknown reason (temporary)	<ul style="list-style-type: none"> This is a TEMPORARY code. This will be updated once the reason is specified.



Taupo-nui-a-Tia College

Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

For students with less that 5 days absence in a school term - 90% + attendance

Goal - To maintain and reinforce regular attendance patterns,

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p>Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p>Include a newsletter on attendance requirements with enrolment packs, to go out with new students and to remind all students of attendance protocols at beginning of year and each term</p> <p>Explain to parents the codes used to record attendance of each student at enrolment.</p>	<p>Attendance Newsletter introduces attendance team and outlines protocols</p> <p>Attendance letters to update parents of rates and requirements</p> <p>Attendance codes on display</p>	<p>SLT</p> <p>Attendance Team</p>
<p><u>Monitoring</u></p> <p>Monitor attendance</p>	<p>The roll is marked by the teacher between 8.50 and 9.00.</p> <p>Subject teachers mark the roll during class time.</p> <p>Weekly data is collated and shared with Whanau teacher</p>	<p>Print outs given to Dean and Whanau teachers every week.</p>	<p>Teacher Kaitakawaenga/Whanau Teacher Dean Subject Teacher. College Attendance Officer.</p>

<p>Communicate to parents about every absence</p> <p>Maintain contact details of parents</p>	<p>and dean Regular deans with whanau hui on a Monday after school to corroborate data and explain code changes in attendance records. During whanau time Kaihāpai/whanau, teachers identify students absent the day before and have a conversation around the cause of the absence.</p> <p>Weekly use of PAROT to show where students' attendance levels are at. Use of arrows that show increases or decreases in attendance.</p> <p>Absence Manager (Text message generated and sent out by Student Support Co-ordinator) to all students recorded as absent at end of Block 1</p> <p>Gather details at enrolment. Re-establish the details at the start of every year after year 9. The office checks in on a regular basis when parents visit and notes any updates.</p> <p>Check details at Whanau teacher interviews. Regularly email parents. Contact caregivers ahead of school events and when students are recognised for achievements.</p>	<p>Lead by the Dean.</p> <p>One on one conversations.</p> <p>Whanau teachers currently do this.</p> <p>COA organises this every day</p> <p>Whanau teachers work with students and parents to check caregiver details are correct for existing students</p> <p>Social media and Facebook/Instagram keep caregivers up to date and celebrate success</p>	<p>These people are accountable to the DP.</p> <p>In-school attendance team</p> <p>COA</p> <p>Dean conduct enrolments</p> <p><i>PR Team</i></p> <p>Dean</p>
<p>Reporting</p> <p>Provide students with regular</p>	<p>Weekly update during Whanau</p>	<p>Whanau teacher conversations.</p>	<p>Kaitakawaenga./Wh</p>

<p>updates on their own attendance</p> <p>Report regularly to parents on attendance of their child</p>	<p>time, share attendance data with student</p> <p>Pastoral conversations with those students at 90-93%.</p> <p>Celebrate high achievers in House assemblies, and in full school assemblies.</p> <p>Weekly attendance data is sent via email to all caregivers on a Saturday morning (New Term 4 2025)</p> <p>Data available on school portal. (SchoolPoint, Kamar)</p> <p>Accurate data on school reports.</p> <p>Celebrate success regularly on social media platforms and in local newspapers.</p>	<p>House assemblies, and in full school assemblies.</p> <p>Email</p> <p>Through school point to Kamar</p> <p>Facebook posts, Newsletters, Inschool media presentations.</p>	<p>anau Teacher</p> <p>Whanau Teacher, Dean</p> <p>Principal, DP, Dean</p> <p>College Attendance Officer generates posts. DP approval.</p>
<p><u>Support</u></p> <p>Support students to catch up missed learning where required</p>	<p>Teachers build strong relationships with students.</p> <p>Provide work for students to complete ahead of absence if it is a planned absence.</p> <p>Use Google Classroom to document lesson resources.</p>	<p>Culturally Relevant and Relational Pedagogy</p>	<p>Subject teacher.</p>
<p><u>Teaching and modelling</u></p> <p>Use school level PC4L approaches to promote good social and learning environment</p>	<p>Award Connected learners for weekly attendance. Identify students with good attendance and students whose attendance has improved.</p>	<p>Public recognition</p> <p>Tia Cards</p> <p>Post Cards</p>	<p>Classroom teachers, Whanau Teachers, Deans.</p>



Taupo-nui-a-Tia College

Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

For students with up to 10 days absence in a school term - 80% attendance

Goal -To restore student’s attendance to above 90%

Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p>Send formal notification and contact parent/ guardian to discuss reasons for absence 10 Day Absent letter sent</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p>ISAT Fortnightly attendance meeting identifies the pattern of more than 1- 2 days a fortnight absent. Dean contacts the parents to plan for the student to return to school. Dean records contact home in Kamar</p> <p>Contact whānau via with 10 Day Absent letter and phone call home if no response.</p>	<p>Weekly Attendance Hui patterns are identified</p> <p>Kamar- Referral made to Dean</p> <p>Dean checks to see if absence has been explained and if not ring home and make a plan regarding attendance. Plan is to be logged on Kamar</p> <p>KAMAR Absence Message In School Attendance team (first formal notification)</p>	<p>Dean</p> <p>CAO and ISAT</p>
<p><u>Monitoring</u></p> <p>Weekly Whanua print off and review.</p>	<p>Kaitakawaenga/Dean and whanau teacher checks to see</p>	<p>ISAT uses this to: Discuss actions at the fortnightly attendance at Hui.</p>	<p>CAO</p>

<p><u>Attendance - Student Priority List</u> Communicate to parents about every absence</p> <p>Maintain contact details of parents</p>	<p>if absence has been explained by parents and if not refer to the In School attendance team.</p> <p>CAO flags students who have been absent 3 days and then 5 days.</p> <p>Monitor contact details of parents are up to date.</p>	<p>DP monitors House attendance data.</p>	
<p><u>Reporting</u></p> <p>Provide students with regular updates on their own attendance</p> <p>Report regularly to parents on attendance of their child</p>	<p>Weekly use of PAROT to show where students' attendance levels are at. Use of arrows that show increases or decreases in attendance.</p> <p>Weekly attendance data is sent via email to all caregivers on a Saturday morning Parent Teacher meetings</p>	<p>Use of PAROT</p>	<p>DP/COA</p>
<p><u>Support</u></p> <p>Support students to catch up missed learning where required</p>	<p>Use of Google classroom to enable students to catch up on missed work Teacher supports additional catch up</p>	<p>Ensure students have access to Google classroom</p>	<p>Subject Teacher/ Dean</p>
<p><u>Teaching and modelling</u></p> <p>Use in-school resources as appropriate to remove barriers e.g. counsellor, 2nd hand uniform shop, PC4L</p>	<p>Provide access to uniform, stationery to reduce barriers</p>	<p>ISAT request to DP for uniform or stationery for students in need</p>	<p>DP Wellbeing oversees budget</p>



Taupo-nui-a-Tia College

Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

For students with up to 15 days absence in a school term - 70% attendance

Goal - to re-engage students and increase attendance.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p>Send escalated formal notification to parents. 10 Day Absent letter sent/Phone call</p> <p>Hold meeting FGC to analyse reasons for absence and to collaborate on a support plan</p> <p>Develop and implement a plan tailored to the reasons and circumstances around the child's absence</p>	<p>Letter of concern sent inviting whānau to be part of solution</p> <p>Dean and SLT member hold Attendance Hui (FGC)</p> <p>Plan is developed</p>	<p>Dean makes a referral to the In School Attendance Team or COA and DP identifies students at weekly meetings. Case Manager is assigned at weekly hui for the Attendance Team.</p> <p>Letter delivered by In School Attendance team.</p> <p>Hui held and plan developed and monitored</p> <p>W Individual Attendance Plan (</p>	<p>In school Attendance Team</p> <p>DP/Dean supported by Counsellor for complex cases</p>
<p><u>Monitoring</u></p> <p>Monitor attendance</p>	<p>Discussion at FGC</p>	<p>Kaitakawaenga/Dean checks to see if absence has been</p>	<p>Kaitakawaenga/Dean</p>

<p><u>Attendance - Student Priority List</u></p> <p>Communicate to parents about every absence</p> <p>Maintain contact details of parents</p>	<p>Absence Message text or phone call home by In School Attendance team.</p>	<p>explained by and if not refer to the In School attendance team.</p> <p>College attendance officer sends SMS message or refers to In School Attendance team to make phone calls</p>	<p>In School Attendance Team</p>
<p><u>Reporting</u></p> <p>Provide students with regular updates on their own attendance</p> <p>Report regularly to parents on attendance of their child</p>	<p>Weekly use of PAROT to show where students' attendance levels are at. Use of arrows that show increases or decreases in attendance.</p> <p>Weekly attendance data is sent via email to all caregivers on a Saturday morning.</p>	<p>Use of PAROT</p>	
<p><u>Support</u></p> <p>Hold a FGC</p> <p>Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed</p>	<p>Create a plan with the students and whanau to support improved attendance. Uniform, Stationery provided to remove barriers</p>	<p>Kaitakawaenga / In School Attendance team request to DP for uniform or stationery for students in need</p>	<p>DP Wellbeing oversees budget</p>
<p><u>Teaching and modelling</u></p> <p>Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PC4L</p>	<p>Uniform, Stationery provided to remove barriers</p> <p>Access to counselling support</p>	<p>Kaitakawaenga / In school attendance team make referrals</p> <p>Guidance Network</p>	<p>DP Wellbeing oversees budget</p>



Taupo-nui-a-Tia College

Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

For students with up to 15 or more days absence in a school term - LESS THAN 70% attendance

Goal- Intensive intervention to overcome complex barriers.

Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p>Send warning notice and make contact to arrange meeting with parents 15 Day Absent letter sent</p>	<p>Home visit to inform whānau of next steps</p>	<p>AO delivers letter explaining next steps</p>	<p>In School attendance team responsible to DP.</p>
<p><u>Monitoring</u></p> <p>Implement and monitor improvement plan</p> <p>Monitor attendance <u>Attendance - Student Priority List</u></p>	<p>Kaitakawaenga/Dean and In School Attendance Team Part-time Counsellor with complex cases After 21 days student is taken off roll and NENs</p>	<p>See template</p> <p>Referral to Guidance Network College Attendance Officer consults DP and then takes student off the roll</p>	<p>Kaitakawaenga supported by Part-time Counsellor for complex cases</p> <p>DP</p>

When criteria are met, follow prescribed processes to un-enrol the student			
<u>Reporting</u> Refer to the Ministry to consider action, including prosecution, when supports are offered and not taken up	Refer students to Interagency Hui - MoE are part of this and Police	Attend two Interagency hui each term to develop a pathway for intervention	DP
<u>Support</u> Escalate to multi-agency response Participate in multi-agency response	Refer students to Interagency	Attend runs two Interagency Hui each term with representations from MoE, OT, local social support agencies, Police, Youth Justice.	DP

APPENDIX: Include links here to all other relevant documentation:

[Attendance Procedures](#)

[Student Attendance](#)

OTHER RESOURCE:

 [Individual Student Attendance Plan.docx](#)

 [Attendance Guidelines for students over 16](#)