



LAKE ROTOMĀ SCHOOL

Te Kura o Rotomā

Attendance Management Plan

2025

Education and Training Act 2020 | School Attendance Rules 2025 | MoE National Goal 80% by 2030

Respect

Tangata tū tika

Ownership

Whiria te muka tangata

Community

Aroha ki te tangata

Kindness

Aroha ki te tangata

Rationale

Regular attendance is the foundation of equitable access to learning

Regular attendance is crucial for student learning, wellbeing, and long-term success. In a full primary school (Years 1–8), consistent attendance ensures tamariki have equitable access to the curriculum during their key developmental years.

This plan helps Lake Rotomā School meet legal obligations under the Education and Training Act 2020 and supports the Ministry of Education's national goal of improving attendance and engagement.

This plan enables the school to:

- ▶ Monitor attendance patterns and respond early to concerns
- ▶ Identify and address barriers affecting students and whānau
- ▶ Strengthen relationships through clear expectations and communication
- ▶ Support wellbeing by recognising attendance as a key indicator
- ▶ Promote a positive school culture where every day matters

National & Regional Targets

Ministry of Education goal: 80% of students attending 90% of the time by 2030

What does 90% attendance mean?

A student attending 90% of the time means they must not miss more than one week per term or four weeks in a year. To achieve this, a student's individual attendance rate needs to be greater than 94%.

- ▶ National Goal 2030: 80% of students attending 90%+ of the time
- ▶ Students attending less than 90% are considered chronically absent
- ▶ Every day matters — even one or two missed days per week adds up significantly

Lake Rotomā School — Regional Targets

2026	2027	2028	2029	2030
58%	65%	70%	75%	80% ★

Identified Barriers to Attendance

What our data tells us | How we will respond

Barriers Identified in Our Data	How We Will Address These Barriers
<ul style="list-style-type: none"> ▶ Unknown/temporary attendance codes — not updated promptly ▶ Unexplained and trivial absences not investigated ▶ Medical absences — may indicate unaddressed health needs ▶ Low follow-up rates on absent notifications 	<ul style="list-style-type: none"> ▶ Staff accurately code all attendance and promptly investigate temporary or unexplained codes ▶ Immediate follow-up on unknown/temporary codes — student safety and accurate reporting ▶ Regularly share information with families about when a child is sick enough to stay home ▶ May request a medical certificate after 3 continuous days absence due to illness ▶ Refer to Whatu Ora when medical absences are significantly impacting attendance

Attendance Codes

Ministry-approved codes | School Attendance Rules 2025 | Applied consistently by all staff

Purpose of Attendance Codes

The Attendance Rules 2025 require schools to use Ministry-approved codes to distinguish between presence, justified absence and unjustified absence, and to provide high-level indicators to support monitoring of trends and patterns.

Attendance codes are not intended to record causal factors such as transport barriers, bullying, or anxiety. Detailed reasons are recorded separately in our SMS (eTap) for trend analysis.

Code	Description	When to Apply	Fill
P	Present	Student attends school and participates in learning	●
L	Late	Arriving after the 9am bell — student reports to school office	●
J	Explained and Approved	Absences explained and approved by the Principal	●
E	Explained not Approved	Absences explained but NOT approved by the Principal	●
M	Illness / Medical	Unwell, injured, short-term hospital stays, rehabilitation	●
U	Unjustified	Absent without explanation — default code for unexplained absence	●

T	Temporary	Temporary code — must be updated promptly to accurate code	•
A	Alternative Provision	Student engaged with Health School or alternative provision	•
NA	Not Attending	Absent overseas 15+ consecutive weeks or likely not returning	•

Lake Rotomā School — Local Code Application Rules

Code	Name	Morning	Afternoon
L	Late	Arriving after 9:00am bell. Student must report to school office.	Arriving after 1:00pm bell. Student must report to the office.
J	Explained & Approved	Absences explained and approved by the Principal.	Absences explained and approved by the Principal.
E	Explained, Not Approved	Absences explained but not approved by the Principal.	Absences explained but not approved by the Principal.

Absence Severity & Responsibilities

What happens at each stage | Who does what

<p>WORRYING Every day</p> <p>Up to 10 days absence in a term</p>	<p>CONCERNING Up to 15 days absence in a term</p> <p>Attendance causing concern — formal action required</p>	<p>SERIOUS CONCERN 15 or more days absence in a term</p> <p>Legal action may be considered</p>
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Roles and Responsibilities by Absence Stage

Role	Worrying (up to 10 days)	Concerning (up to 15 days)	Serious Concern (15+ days)
Parents / Whānau	<ul style="list-style-type: none"> ▶ Informs school of absence before school starts via app or phone ▶ Informs office of contact detail changes ▶ Supports students to catch up on missed learning ▶ Provides medical certificate after 3 consecutive days illness 	<ul style="list-style-type: none"> ▶ Responds to formal notifications of absence ▶ Arranges a meeting to explain absences ▶ Collaborates with school to make a plan 	<ul style="list-style-type: none"> ▶ Works with agencies and MoE to improve attendance ▶ Responds to prosecution notification
Teacher	<ul style="list-style-type: none"> ▶ Completes attendance register before 8:40am and 1:25pm daily — accurately ▶ Passes on any absence messages to the office ▶ Checks SMS for further information on absences ▶ Supports students to catch up on missed learning 	<ul style="list-style-type: none"> ▶ Raises concerns about attendance with Tumuaki 	<ul style="list-style-type: none"> ▶ Continues monitoring and supporting re-engagement

<p>Office / Admin</p>	<ul style="list-style-type: none"> ▶ Checks attendance registers and inputs absentee messages ▶ Sends text messages to unexplained absences ▶ Phones any unexplained absences who do not respond to text ▶ Updates parent contact details in SMS 	<ul style="list-style-type: none"> ▶ Raises concerns about attendance with Tumuaki ▶ Requests medical certificate after 3 consecutive days absence 	<ul style="list-style-type: none"> ▶ Maintains records of all contacts and notifications
<p>Tumuaki / Principal</p>	<ul style="list-style-type: none"> ▶ Promotes positive attendance with students and families via newsletter, Facebook etc ▶ Sends formal notification at 10 days absence in a term ▶ Utilises in-school resources to remove barriers 	<ul style="list-style-type: none"> ▶ Escalates formal notification and holds a meeting with parents ▶ Collaborates to make a plan for attendance ▶ Requests support from external agencies and MoE 	<ul style="list-style-type: none"> ▶ Sends warning notice and arranges meeting with parents ▶ Escalates to multi-agency response ▶ Works with agencies and MoE to remove barriers ▶ Considers MoE-led prosecution if support not adhered to

Communicating with Parents — Notification Templates

Progressive formal notifications | eTap | School app

First Formal Notification — Up to 10 days absence in a term

Subject: Discussion about [student's name]'s attendance

Tēna koe [parent's name], [Student's name] has been absent for [number] days this term. That means their attendance rate is less than 80%. Please contact the office to make a time to discuss the reasons for their absences and to see if there is anything the school can do to support you to improve [student's name]'s attendance. Please meet with me on [date] or send me an email/message to arrange a time.

Ngā mihi, [Staff member name and role]

Escalated Formal Notification — Up to 15 days absence in a term

Subject: [Student's full name] – Continued low attendance

Tēna koe [parent's name], Following on from our previous meeting, [student's name]'s attendance has continued to cause concern. Our records show they have been absent for [xx] days this term. It is important for students to attend school to set them up for success — students are legally required to attend school every day. We need to meet and make a plan to ensure [student's name] gets back to regular attendance. Please contact the office to arrange a time to develop this plan.

Ngā mihi, [Staff member name and role]

Warning Notice — 15 days or more absence | Consideration of Legal Action

Subject: [Student's full name] — Formal Warning: Irregular Attendance

Tēna koe [parent's name], This is to inform you that [student's name] has not had regular attendance at Lake Rotomā School. [Brief details of absences.] This letter informs you of your legal obligation to ensure [student's name] attends school whenever it is open and requests that regular attendance resumes immediately. School staff have engaged with you on: [list of dates and contact types]. The school has also involved [external agencies] to support a return to regular attendance. Section 36 of the Education and Training Act requires a student to attend whenever school is open. Section 244 provides that a parent commits an offence if they do not comply. If insufficient improvements occur by [date], the Board will consider a referral to the Ministry of Education for prosecution under section 244. Please contact [school leader name] as soon as possible.

Ngā mihi, [Staff member name and role]

Special Circumstances

Extended absence | Cultural responsibilities | Overseas | Unknown cause

<p>Extended Illness / Medical</p> <ul style="list-style-type: none"> ▶ Record as M — illness/medical ▶ Includes short-term hospital stays and rehabilitation ▶ If engaged with a Regional Health School — use A (Alternative Provision) ▶ Extended/recurring illness — consider wellbeing plan or Health School admission 	<p>Absence — Cultural Responsibilities</p> <p>Cultural absences are to be discussed and negotiated with whānau and hapū.</p> <ul style="list-style-type: none"> ▶ Negotiate timing and duration in advance ▶ Apply J code where approved by Principal ▶ Maintain respectful, mana-enhancing communication 	<p>Extended Overseas Absence</p> <ul style="list-style-type: none"> ▶ Absent overseas 15+ consecutive weeks — record as NA or remove from roll and re-enrol on return <p>Unknown Cause (Unenrolment)</p> <ul style="list-style-type: none"> ▶ Schools must unenrol students absent 20+ consecutive school days unless absence is known to be temporary ▶ At Lake Rotomā — unenrol earlier if ENROL notification received OR informed student is not returning
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Recognition & Review

Celebrating good attendance | ManaWay | Individual Attendance Plans | Review

<p>Recognition of Good Attendance</p> <p>At Lake Rotomā School we acknowledge good attendance and progress in attendance rates. This is done through:</p> <ul style="list-style-type: none"> ▶ Our ManaWay Programme — celebrating positive attendance ▶ Recognition of improved attendance rates over time ▶ Positive reinforcement communicated to students and whānau <p>Individual Attendance Plans (STAR)</p> <p>Where learners have 10 or more absences in a term, the STAR process prompts the Tumuaki to hold a meeting to discuss reasons for absence. This meeting is used to collaborate with the student and their parents, guardians or caregivers on a support plan tailored to the reasons and circumstances.</p> <ul style="list-style-type: none"> ▶ Refer to Individual Attendance Plans for more guidance 	<p>Review of This Plan</p> <p>This Attendance Management Plan will be reviewed in November 2026, once we have had a full year of implementing these actions. Targets will be reviewed and updated at this point.</p> <p>Appendix</p> <ul style="list-style-type: none"> ▶ School Attendance Rules 2025 ▶ Attendance Code Guidance (Ministry of Education) ▶ Individual Attendance Plans ▶ STAR — Communicating with Parents ▶ eTap SMS Guidance <p>Links</p> <ul style="list-style-type: none"> ▶ Education and Training Act 2020 — sections 36, 237A, 244 ▶ Education (School Attendance) Regulations 2024 ▶ School Attendance Rules 2025 — effective 1 January 2025
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Plan Approved

Approval signatures | Presiding Member and Principal

This Attendance Management Plan has been reviewed and approved by the Board of Trustees.

Presiding Member	Principal
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

This plan meets the requirements of the Education and Training Act 2020 and the School Attendance Rules 2025.