

## **Rangitoto School Attendance Management Plan 2026**

Attendance target as per ***Rangitoto School Strategic Plan 2025-2026 Initiative 3 and Rangitoto School Annual Plan 2026 Annual Goal 3***

- Have a good attendance system that supports quality learning.
- Our goal is for 65% of students to be achieving 91% or above attendance by the end of 2026 averaged over the year.

Attendance policies as set out in SchoolDocs ***Attendance Procedures*** and ***Student Attendance*** which are currently being updated to reflect new Ministry of Education requirements.

We refer to the MoE STAR actions at different attendance thresholds (based on numbers of days absent per term) for recommendations on action to take [STAR STepped Attendance Response](#)

Monitoring of daily attendance and completing follow up STAR actions as appropriate is the responsibility of the principal. The principal will inform the BoT through the principal's report submitted at each Board meeting of any issues/actions being taken regarding students with more than 10 days absence in a term including information around attendance barriers and underlying causes of absences. The principal will also provide to the BoT the termly attendance information supplied to schools by the MoE, reporting against the attendance target in our Strategic Plan.

The BoT will investigate, respond and record actions taken in relation to absences as per MoE requirements. The BoT will ensure that attendance information is reported on to them and to the school community especially in relation to set attendance targets (***Annual Report/Statement of Variance***). The annual attendance management plan will be reviewed each year to set new attendance targets.

## **Attendance Procedures 2026**

### **Parents**

Ensure students are sent to school on all days that the school is open unless for medical reasons. The school should be notified as soon as possible (before school starts) via eTAP or phone of any absences and the reason so the student absence can be correctly coded.

### **Teachers**

Ensure class roll is marked on eTAP within first 10 minutes of Blocks 1 and 3. Students should be sighted individually before marking as present. See any comments for children who are absent. Mark students with a question mark if you have not spoken to parents/caregivers to obtain a reason for absence. Add further comments if you have obtained a reason for absence from parents/caregivers.

### **Office Manager/Administrator**

Ensure that teachers have marked their rolls on eTAP and follow up with them if they haven't. Ensure there is no blank space beside any child's name. From the emails and the answerphone messages, enter any absences that have come in. Select the correct code from the MoE supplied chart.

If there are any students with a question mark still beside their name after all messages have been checked, use parent contact details to contact and request a reason for the absence. Try both parents and any other contacts/numbers provided. If no reply, leave a message. Make a comment on eTAP on what action has been taken and/or response received. If no response by late morning, inform the principal.

### **Principal**

Follow up any daily reporting of absences by Office Manager as appropriate. Generate eTAP absence reporting regularly (3 times a term) to monitor absences as well as informal day to day monitoring. Make informal/formal approaches to parents as required using guidance from the MoE Stepped Attendance Response (STAR) document. Discuss with parents how the school can support improved attendance as necessary. Refer to Attendance Services for serious attendance concerns.

Ensure regular communication with parents by:

- Reminders of the daily reporting of attendance to the MoE and the necessity for correct coding of absence.

- Thanking them for contacting the school regarding absences.
- Showing attendance % on student reports at mid year and end of year.
- Sending specific attendance concern letters home at the end of each term as required and arranging meetings if needed to discuss support that could be offered.
- Acknowledging high attendance through awarding 91% and over attendance certificates during the year. End of year prizegiving includes certificates and awards for attendance.