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Attendance Management Plan for Taonui School

School Roll

All school roll entries are completed through the school SMS, Musac Edge

Mornings

Attendance recording is undertaken by classroom teachers as soon as possible in the day. Typically this would be the first activity of the day, but may follow karakia.

Relievers will obtain a class list to undertake the roll from the school office.

- Office staff will check text messages, emails, the school app, and phone messages to record the reasons for any absences.
- Office staff will check on absences as soon as classroom rolls are completed. This may include visiting classrooms to check on unusual absences.
- Office staff or the principal will contact the whānau of students whose absence is not known. They will attempt to contact the families via text message or phone call.

Absences will be assessed and recorded against the Attendance Code Decision Tree provided by the MoE (see below).

Afternoon

Attendance recording is undertaken by classroom teachers as soon as possible after the lunch break.

Relievers will obtain a class list to undertake the roll from the school office.

- Office staff will compare afternoon rolls with the mornings roll.
- Students who have left for the day are noted through the sign out system at the school office. Students who depart school in the afternoon are marked absent. (Based on the decision tree).
- Office staff or the principal will discuss any unexpected absences with classroom teachers immediately.

Processes for Irregular, Moderate and Chronic Absence

It is the Senior management teams role to be aware of students who do not have regular attendance.

Students who have irregular, moderate and chronic absences may have explanations for not being at school.

At the Principal's discretion, whānau may be invited into the school to discuss how to improve the attendance of their children.

Support

Whānau may be offered support through services, such as Manchester House Social Worker or a Health Nurse, to provide them with support or skills needed to ensure that their children are attending school.

Discussions may be had with Attendance Support facilitators to keep them advised around support that is being given to whānau.

Guidance

At this point whānau are aware of their obligation for students to attend school. If the school does not feel that support has not been successful, families may be referred to Attendance Support facilitators.

Stepped Support

Step 1

Regular Attendance

90-100% Attendance

No support or follow up required

Step 2

Irregular Attendance

80-90% Attendance

Ensure that staff are aware for the reasons that the students in their classes are away. This is communicated with staff at staff meetings.

Step 3

Moderate Attendance

70-80% Attendance

Communication with whānau happens with students in this cohort if absences are not clear or justified.

Communication with whānau may include:

- A phone call with the Principal or senior managers
- One to one meeting with the Principal

Communication with whānau will seek reasons for absence, ways in which students and families can be supported. Justified absences may include illness, medical reasons, tangi, or a combination of events.

We will inform whānau that Attendance Services will be contacted if:

- At the Principal's discretion, reasons for lack of attendance are not satisfactory
- A student's attendance moves from Moderate to Chronic.

Step 4

Chronic Attendance

Less than 70% Attendance

At the Principal's discretion, students will be referred to Attendance Services.

Attendance Code Decision Tree



For more information visit: education.govt.nz/attendance-register

(S) Secondary schools only