Papatoetoe Intermediate School Attendance Management Plan

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Overarching attendance objectives and strategic priorities

Introductory statement:
Parents are required to ensure their children attend school everyday, and on time.
Schools are required, by law, to track, monitor and support student attendance.

Papatoetoe Intermediate is committed to working with families to ensure children are able to attend school, on time, every day.

The Government has set a target: by 2030, 80% of students are present for more than 90% of the term. Papatoetoe will be annually reviewing their target to meet this.

The Board will ensure that resources are made available to support attendance improvement strategies and aim to have 80% of all students attending 90% of the time.

Attendance Policy

Please refer to document within schooldocs - enter code - papint and password is - star

Attendance management procedures

Teachers are the first point of contact for parents and must phone to discuss absences with them in effort to get children to and engaged in school. Students who have frequent or regular absences must be formally referred to the Learning Support and Guidance Unit. Teachers can do this by email or through the Whanau Leader. Whanau Leaders are responsible for Truant students in their teams.

- We aim to have every student attend school for 90% of possible time (students who attend for **less than 80%** of the possible days are considered to be 'seriously at risk'). This means that any and all students who have absences without notification must be contacted by the classroom teacher and notes of conversations taken and added to the student's file.
- By law children may not be taken on extended leave from school without written permission from the principal. Teachers work with families to ensure that they apply for leave in writing.

As of 20/10/2025

- Enrolment lapses for any students who are absent from school for more than 20 consecutive school days without an appropriate reason or contact.
- Students who are away from school, without permission for more than 20 days are non-enrolled and MOE / Attendance Services are informed

At Papatoetoe Intermediate School we do this by using the Stepped attendance response – STAR - Ministry of Education to guide when and how we respond to absences. Below is a **summary guide** of how we support:

GOOD **Good chance of success**	**WORRYING** **Less chance of success**	**CONCERNING** **Hard to make progress**	**SERIOUS CONCERN** **Very hard to make progress**
Less than 5 days absence in a school term	**Up to 10 days absence in a school term**	**Up to 15 days absence in a school term**	**15 days or more of absence in a school term**
If your child is regularly attending,you can expect We will stay in regular contact with you about your child's attendance. We will follow up to find out the reason when they aren't at school.	**If your child has some absences, you can expect** We will be in contact to work with you to identify any barriers to attendance. This could be via phone, text and/or email. May also include a home visit. We may provide support to help them catch up and stay on track.	**If your child has many absences, you can expect** We will work with you to develop a plan to support their attendance and learning. We may seek support of the Attendance Service or other agencies to remove barriers to attendance.	**If your child has a lot of absences, you can expect** We will continue to work with you to implement the plan to support their attendance and learning. We will seek support from the Attendance Service or other agencies to support their return to school.
Twice termly emails are sent out to update your on your child's current and year to date attendance			
We also **acknowledge** those students who have 100% attendance in a week. term and year.			

How can caregivers/whanau assist?

- Keep the school updated on any absences; contact detail changes
  - Email: student.rec@papint.school.nz or admin@papint.school.nz
  - Website: https://papint.school.nz/absences/
  - Use the Edge app to notify the office if their child is absent

As of 20/10/2025

1. School expectations

- All students attend every day, on time
- If a student is late to school (after 8.45am) they must sign in on the school 'vistab'. This then automatically gets transferred to the schools SMS attendance system.
- Caregivers must inform the school office if their child is away / going to be away within a week
- If the school has not been made aware that they are away, a text message is sent to the caregivers asking where their child is.
- If a student is away for 3 consecutive days with no contact, this is escalated to the office / Leader contacting / visiting the home.

2. **Communicating school expectations and rules to families through**

- The website and prospectus
- Newsletters and regular reminders via phone or email
- Phone calls from teachers / administration staff / School leaders
- Termly email updates emailed to all caregivers outlining their child's current termly and year to date attendance and the expectation
- SMS app available for caregivers to report and check their child's attendance

3. Monitoring school attendance

Requires both the school and caregivers to maintain effective communication with each other. This means that monitoring of attendance is maintained.

- Registers completed within school SMS
- Notes made within SMS system noting all contact (including attempts) made
- We aim to have every student attend school for 90% of possible time (students who attend for less than 70-80% of the possible days are considered to be 'seriously at risk'). This means that any and all students who have absences without notification must be contacted by the classroom teacher and notes of conversations taken and added to the student's file.
- By law children may not be taken on extended leave from school without written permission from the principal. Teachers work with families to ensure that they apply for leave in writing.
- Enrolment lapses for any students who are absent from school for more than 20 school days.
- Students who are away from school without permission for more than 20 days are referred to the MOE.
- Regular check in on attendance data and those requiring additional follow up or actions are held through meetings with DP / Admin. Students are then tracked:
    - Improvements / declines in attendance percentages
    - Leader / Admin person assigned to each student identified as the 'key case worker

2. Identification of students requiring additional support

'At Risk' Attendance – identified via the school SMS attendance reports

- 70- 80% attendance (i.e. about 1 day a week absent from school).
  - Whanau Leader and the homeroom teacher monitor attendance and work with home regarding strategies / supports required to improve attendance
- Less than 70%
  - Deputy Principals follow up regarding these students
  - These students are discussed weekly by Deputy Principal and Admin staff allocated attendance oversight
  - Attendance service provider meets fortnightly to discuss referrals and possible referrals

Attention to **'At Risk' Attendance could lead to one or more of the following actions:**

- Regularly check ins by a senior leader
- require the teacher / admin / senior leader to call the home
- Caregiver request to meet with a senior leader to discuss how to improve attendance/what support may be required
- Home visit by staff members
- require parents to provide a medical certificate for absences
- be referred to Social Worker for a home visit re absence
- be referred to Attendance Services
- are provided a letter warning regarding 'Truancy' intervention

As a school, we would prefer not to go to prosecution. However, if this was ever to be required:

- if on-going the family are provided with a second letter of warning
- have a final letter which outlines a prosecution process
- are referred for prosecution

3. **Maintaining up to date Classroom Registers**

We are legally required to take the register twice a day. The process that we take to ensure that this occurs consists of the below

- All classroom rolls must be marked on the school's SMS (Edge) by the homeroom teacher every morning by 9am, as well as after each break time.
- Student registers are also marked at the start of each subject session during the day.
- If a teacher is away, or the SMS is not working, a paper roll is marked off by a staff member. This is then set to Student Reception to be entered and held on to.
- If a register is not marked, a notification appears on School Leaders and Administration's SMS dashboard. The teacher responsible for that time period is then followed up by a School Leaders and Administration to update the register. If regular reminders are required, the Whanau Leader is informed.
- Weekly classroom register reports are sent to Senior leaders so that additional checks can be completed - i.e patterns and narratives behind a student's attendance

Student absences

- Caregivers are required to inform the school of any absence from school.
- If a student's attendance begins to decline and the school has not been informed as to why, ADMIN / Classroom teacher make contact with home to find out
    - If this continues without regular updates from home, a meeting is likely to be arranged between caregiver/s and a Senior Leader to discuss what could be done to assist etc
- If a student is regularly away for 'medical' then home is asked: to supply a medical certificate and / or Health Nurse referral is actioned to investigate if further support at home is required.
- If a student is absent for more than 20 consecutive days unexplained or unjustified, the student may be removed from the school roll.
    - Home is sent an email / letter making them aware that this could occur
    - Student is then removed - noted in ENROL as a non-enrolment
- Attendance services are also referred to where appropriate

Coding for attendance

Papatoetoe Intermediate uses the below attendances codes. These are based on Ministry of Education Guidelines:

Counted as towards total attendance	**Code**
Present	P - Present L - late Q - Offsite learning D - approved external appointment
Absent	? - Unknown J - absence is explained and justified E - absence is explained but unjustified G - Holiday in term time M - Medical T - Truant U - Stood down or Suspended

- Attendance code is selected when marking
- If a student has a '?' coded next to them it is the teacher's responsibility to follow this up by either: calling home, sending a note home or emailing home. If the student is still absent without explanation for 3 days, contact Admin/AP then also assist with the follow up
- An Admin staff member sends regular reminders regarding '?' within registers to classroom teachers
- All attempts to contact / contact made, needs to be entered in as attendance notes into edge

Monitoring and measuring progress

Attendance policy, procedure and plan review

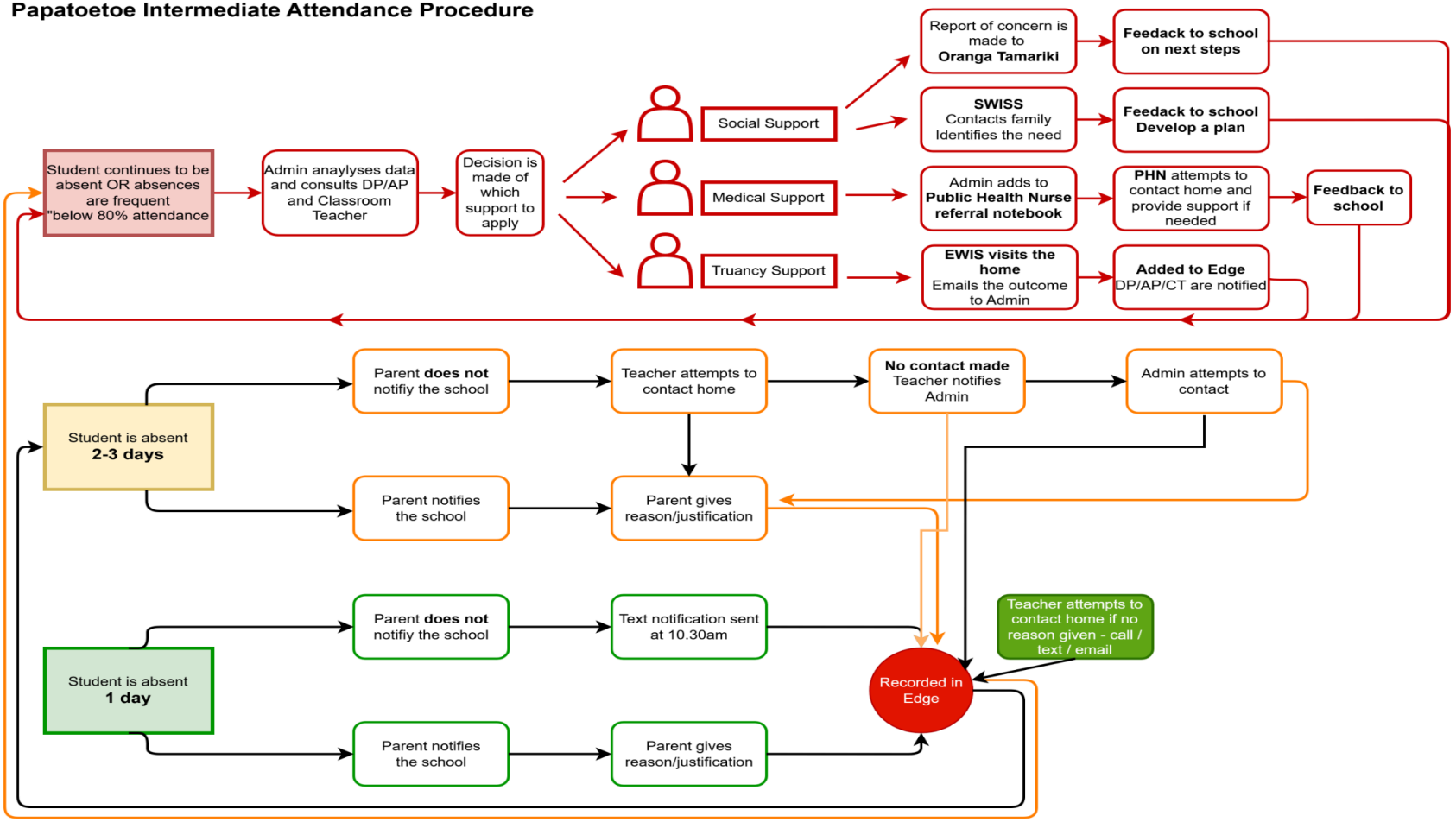
In 2025, Papatoetoe Intermediate set a target of 70% of students being present for more than 90% of the time.

What	Response to change	Review schedule
Procedure	Termly Attendance focused meetings held with senior leadership team to review process and make changes or enhancements On Whanau / Team agenda at least twice a year to recap, review and enhance	Week 5 or 6 each term 1-2 times a year at pastoral care allocated time
Policy	Principal / BOT informed at least once a year around changes changes to government priorities to keep up to date with the policy	On notification from school docs and / or Ministry of Education
Plan	Plan to be referred to throughout the year and comments made where suggested changes or enhancements need to be made considering: ● Staff feedback ● Caregiver interaction / feedback ● Community needs ● MOE guideline changes etc ● Attendance Data	Term 3 each year with confirmed plan in place Term 4 each year Attendance data might indicate a need to change (Termly)

Papatoetoe Intermediate's attendance procedure (STAR)

* Refer to school detailed STEPPED attendance response document

Papatoetoe Intermediate Attendance Procedure



As of 20/10/2025

Papatoetoe Intermediate responses to underlying causes of absences

Underlying causes of absence	GOOD Good chance of success	WORRYING Less chance of success	CONCERNING Hard to make progress	SERIOUS CONCERN Very hard to make progress
	Less than 5 days absence in a school term	Up to 10 days absence in a school term	Up to 15 days absence in a school term	15 days or more of absence in a school term
Lateness	Teacher to follow up with home to discuss any barriers and importance of arriving to school on time Noted in SMS - home has access to this	Noted in SMS - home has access to this Admin speaks to students when they sign in late Teacher / Leader to follow up with home to discuss any barriers and importance of arriving to school on time	Leader / Admin contact home to discuss what supports might be needed Possible school support via ● Van pick up ● Bus card ● SWIS referral	Leader contacts home to meet to discuss any barriers Possible school support via ● Van pick up ● Bus card ● SWIS referral
Illness / Medical	Teacher in communication with home - Referral for additional assist if required / necessary before it escalates	Leader / Admin in contact with home to see if additional support in required Possible request for medical certificate to ensure student is okay to return to school Possible Health Nurse referral (Discussed with home)	Possible request for medical certificate to ensure student is okay to return to school Health Nurse referral made (home informed) Possible Care plan in place at school / transition back to school plan in place	Health Nurse referral and assistance Meeting with home to discuss possible health school referral Care plan in place at school / transition back to school plan in place - in consultation with caregivers / professionals where applicable
Overseas travel	Letter sent to home reminding them of attendance expectation and what could occur if more than 20 days	Letter sent to home reminding them of attendance expectation and what could occur if more than 20 days	Letter sent to home reminding them of attendance expectation and what could occur if more than 20 days	Reminder email outlining expectations / removal from roll if more than 20 days and then needing to enroll
Refusal to come to school - **Eg Anxiety**	Teacher in communication with home - Referral for additional assist if required / necessary before it escalates	Check in / out person assigned within the school Referral made to School Counsellor	Referral made to School Counsellor / Social Worker Possible Care plan in place at school / transition back to school plan in place	Referral made to School Counsellor / Social Worker - Outside mental health support sort Care plan in place at school / transition back to school plan in place - in consultation with caregivers / professionals where applicable
Financial/Home situation	Teacher checks in with home to inform them of supports available and should they want these at this stage	Teacher /Leader to contact home and remind about supports available - Counsellor / SWIS referral could be made	Counsellor / SWIS referral to be made	SWIS support in place - Possible taxi assistance; hop card assistance School considers OT referral depending on the situation
Incentives	Weekly/Termly and Yearly 100% certificates in classrooms	Weekly/Termly and Yearly 100% certificates in classrooms	Weekly/Termly and Yearly 100% certificates in classrooms	Weekly/Termly and Yearly 100% certificates in classrooms

As of 20/10/2025

Papatoetoe Intermediate

Stepped Attendance Response (STAR)

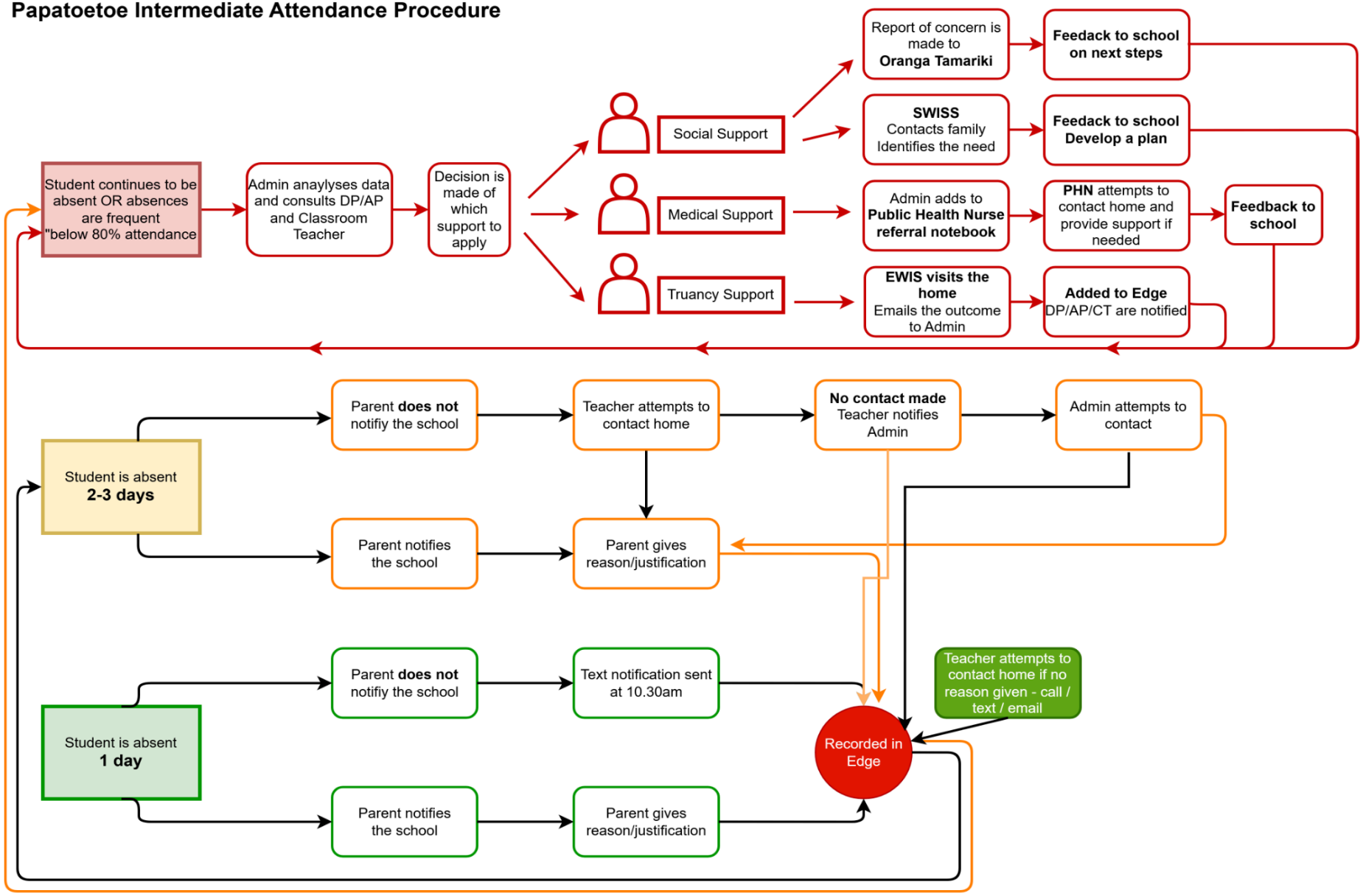
Government has set a target: by 2030, 80% of students are present for more than 90% of the term

Goals for School Boards:

- **Prioritise student attendance**
- **Align strategic planning with the Government's target of achieving 80% of students attending more than 90% of the time by 2030.**
- **Enhance systems for tracking and reporting attendance data.**
- **Develop strategies to address chronic absenteeism**

As of 20/10/2025

Papatoetoe Intermediate Attendance Procedure



As of 20/10/2025

PAPATOETOE INTERMEDIATE - Stepped Attendance Response (STAR)

GOOD **Good chance of success**		
Less than 5 days absence in a school term		
Caregivers	**Teaching Staff / Leaders**	**Admin staff**
Notify school of any absences	Classroom Teachers (Homeroom Teachers) maintain a positive relationship with both students / whanau in order to check in with the family regarding attendance / late <u>Classroom Teacher</u> ● Marking attendance daily (each period) Specialist teachers to contact homeroom teacher if they are noticing a student is away a lot for their class ● Contact home if no reason for absence given ● If 3 days or more with no reason - follow up with an email home ○ Still not contact - inform the leader and office. Office will try contacting ● Go back to weekly attendance and follow up with '?' ○ Update the code and add and attendance note ○ If still not understanding or communication why, add a T and record note in SMS ○ Note a pattern of absence etc Medical once a week or every Friday; ? Every Friday etc - contact home to request a meeting ● Acknowledge students everyday for attending ● Check in with students who are late - find out the reasons around this	1. Student reception checks registers are marked prior to text being sent out 2. Updates made when calls / text messages are sent through (Notes made) 3. Students away for 3 consecutive days - email sent to teachers to check in / follow up 4. Follow up '?' document sent to all staff weekly

As of 20/10/2025

WORRYING **Less chance of success**		
Up to 10 days absence in a school term		
Caregivers	**Teaching Staff / Leaders**	**Admin staff**

Notify school of any absences and request support/assistance if required	• Classroom teacher monitor students absence
	• Contact home when no contact has been made
	  ○ Phone / email - note in SMS contact made/actions taken
	• More than 3 days of non-attendance and not contact
	  ○ Inform admin and Whanau leader for next step assistance
	  ○ Send email/ letter home requesting a meeting
	• Familiarise with the reason for why the student might not be attending
	  ○ Note any patterns of absence etc Medical once a week or every Friday; ? Every Friday etc - contact home to request a meeting
	• Discuss at pastoral care meetings for strategies
	• Acknowledge students everyday for attending
	• Check in with students who are late - find out the reasons around this
	<u>Whanau Leaders</u>
	• Contacting parents
	• Call in for a meeting using the template provided by DP.
	• Talk to SWIS - if barriers have been Identified
	• Home visit if unable to get hold of the families - attend with another staff member. Talked with the other staff member prior to the visit
	• Ensure that the 'green' levels have been attended to
	• 80-90 %- check in with the teachers about what they have done
	• Ensure that the teacher is aware of the %
	• Digging deeper into the data
		In addition to GREEN step:
		1. Student is monitored if increase is noted
		2. SMS intervention notification actioned (5days) - email sent to the home that they are at this point
		3. Assist with following up / sending email to caregivers on Leader request

As of 20/10/2025

CONCERNING **Hard to make progress**		
Up to 15 days absence in a school term		
Caregivers	**Teaching Staff / Leaders**	**Admin staff**
Notify school of any absences and request support/assistance if required Possibly develop transition plan with school	<u>Teacher</u> ● Continue to contact home on a weekly basis - comment in attendance notes attempts / contact made ● Familiarise with the reason for why the student might not be attending ○ Note any patterns of absence etc Medical once a week or every Friday; ? Every Friday etc - contact home to request a meeting ● Keep Whanau leader updated ● Inform admin and Whanau leader for next step assistance ○ Send letter home requesting a meeting with teacher and leader ● Add to the whanau pastoral care list <u>Whanau Leaders / DP involvement</u> ● check ins with student - incentive provided to assist Consider additional supports - discuss with DP ● EWIS / SWIS / Counsellor / Health Nurse involvement <u>Whanau Leaders</u> ● Ensure that the 'green' and orange levels have been attended to ● Ensure that the teacher is aware of the % ● Contact the home to follow up on barriers ○ request a meeting to occur so a plan can be put in place ○ complete a home visit if meeting is not held / contact is not made (Attendance service referral if unable to complete home visit and concerned regarding no contact etc ● Digging deeper into the data ● Add to Team pastoral care list to discuss <u>Learning Support</u> ● Check in with families, check if there is anything "I can do to help them" <u>School Counsellor</u> ● Option for wellbeing check ins / anxious about attending school <u>SWIS support</u> ● can assist with social barriers (once whanau leaders know the barriers) ● Housing; transports <u>Attendance Service -</u> If teacher / school / whanau are having no success with contact or improvement	All above plus 1. Track all students less that 70% and those who have not been in contact with the school for 3-5 day (Weekly meetings held to review student list) 2. Check notes from teacher 3. Admin attempts to call home 4. Request meeting with leader if contact is made 5. No response from home or limited contact (Pattern of absence) - Home visit and / or **Attendance service**

As of 20/10/2025

SERIOUS CONCERN **Very hard to make progress**		
15 days or more of absence in a school term		
Caregivers	**Teaching Staff / Leaders**	**Admin staff**
Notify school of any absences and request support/assistance if required Develop transition plan with school	Teacher ● Teacher informs office / leader if student is absent each day ● Inform admin and Whanau leader for next step assistance ○ Send letter home requesting a meeting with teacher and leader <u>Whanau Leaders</u> ● Ensure that the 'green' and 'orange' and 'yellow' levels have been attended to ● Ensure that the teacher is aware of the % ● Contact the home to follow up on barriers ○ request a meeting to occur so a plan can be put in place ○ complete a home visit if meeting is not held / contact is not made (Attendance service referral if unable to complete home visit and concerned regarding no contact etc ● Digging deeper into the data ● Add to Team pastoral care list to discuss ● Referrals are considered and actioned ● EWIS / SWIS / Counsellor / Health Nurse involvement ● Transition back to school plan developed <u>Attendance Service</u> ● Home visits; helping to arrange school visits <u>Counsellor</u> ● Helping to develop transition back to school plans <u>SWIS</u> ● Helping with developing transition back to school plans ● Transport / Home assists - other agencies	1. Track all students less that 70% and those who have not been in contact with the school for 3-5 days 2. Check notes from teacher 3. Request meeting with leader 1. No response from home or limited contact - Home visit and / or **Attendance service** ● Each case is individually reviewed NETs - if student has non-attendance for 20 consecutive days without appropriate reason/explanation

As of 20/10/2025