



Te Papapa Attendance and Engagement Plan 2026

PURPOSE

The Attendance Management Plan sets out Te Papapa's approach to identifying and responding to student absences in accordance with sections 137A-137D of the Education and Training Act, 2020. The plan supports improved engagement, equity and wellbeing for all students, and aligns with the Ministry of Education's stepped Attendance Plan which requires that all children aged six and over must attend school. Once enrolled, at 5 or 6 years, children must attend regularly.

At Te Papapa School, we believe that regular attendance is vital for tamariki success. We are committed to providing a responsive, inclusive and engaging curriculum that is tailored to meet the needs of all our tamariki. Our school is a place where tamariki feel that they belong, where learning is enjoyable, and where they are motivated to attend and participate actively. We know that when tamariki are present and involved, they can thrive and reach their full potential.

2026 Annual Implementation Plan Attendance Action Plan

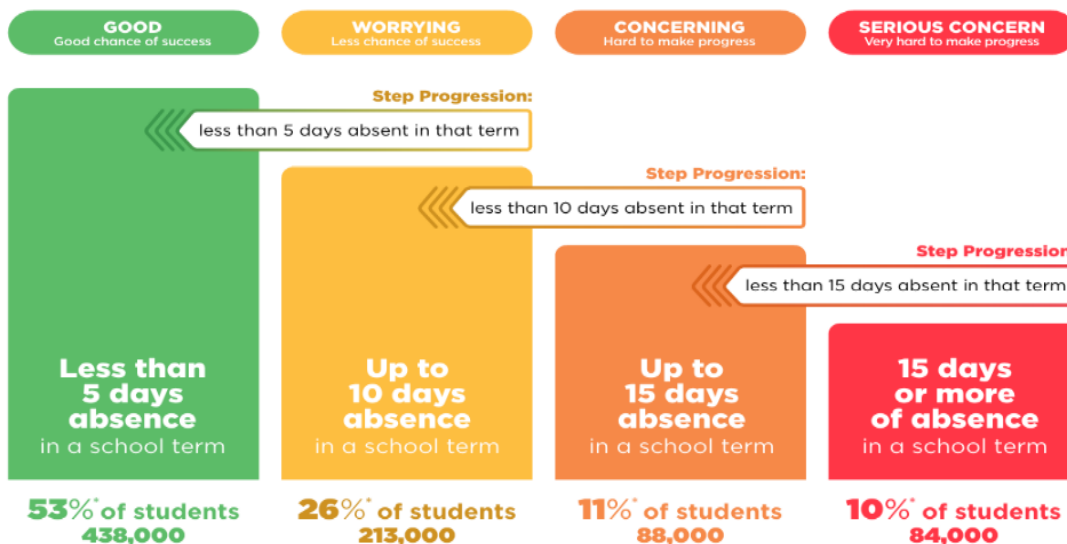
GOAL: Achieve 80% of students attending 90% of the time by 2030 through structured, culturally responsive actions, aligned with the Ministry's STAR system STEPPED ATTENDANCE RESPONSE

- Increase term attendance from 48% in term 4 – 2025 to 80%
- Reduce lateness to less than 85% (no more than 5 late days a term)
- Chronic Absences @ 15% or lower

Stepped Attendance Response – STAR

Responding to all absences

The Government's target is for **80% of students to attend regularly**, that is to attend school more than **90% of the time**.



ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Attendance Officer	Monitor Edge attendance data daily, follow up on all unexplained absences daily, communicate with caregivers, maintain accurate attendance records, liaise with teaching staff and coordinate referrals to truancy in consultation with the Principal, enter relievers paper rolls online, check teachers have marked rolls 2x daily, ensure all question marks are changed to correct symbol, ensure contact details are kept up dated regularly to ensure easy contact, monitor attendance interventions weekly, report daily to Principal on attendance data.
Classroom Teachers	Accurately mark rolls on Edge (by 9.15am and 1pm), report concerns, keep caregivers notes, track weekly data and identify at risk students with more than 5 days absent each term, contact whānau and or make attendance officer aware, contact whānau when you notice a pattern of non-attendance emerging, reward good attendance.
Principal/AP	Approve extended leave/absence of students, manage serious attendance concerns, oversee referrals to truancy initiated by attendance officer, meet with AO daily to check attendance data.
Caregivers	Notify school of absences via phone, text, or email. Provide doctors certificate after 3 days away sick

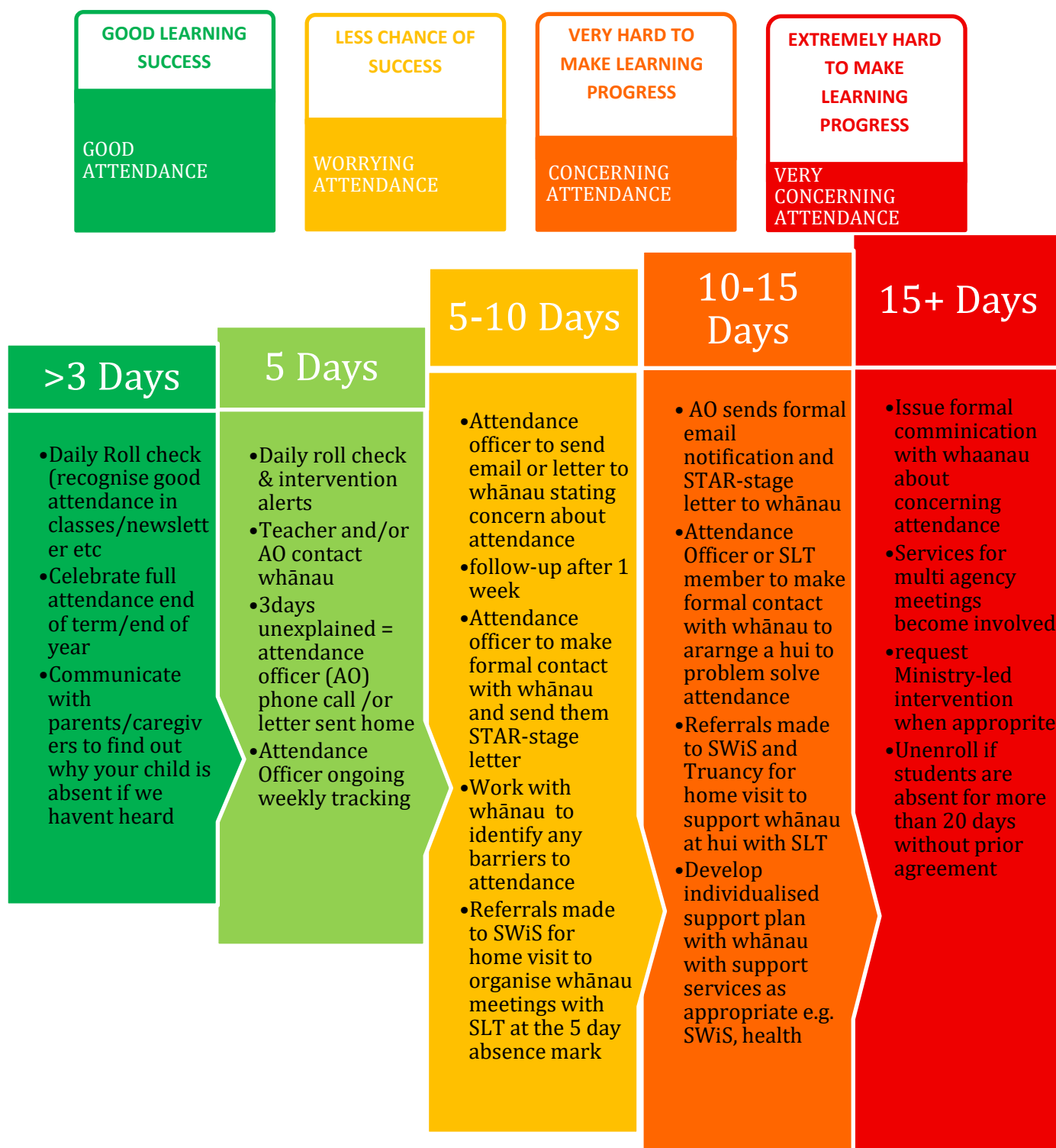
If Attendance Becomes a Concern:

Te Papapa School Stepped Attendance Response Guideline

Our Stepped Attendance Response (STAR) outlines the actions we will take when tamariki reach certain absence thresholds. The response is tailored to the reasons for the absence, ensuring appropriate support is provided for tamariki and their whānau. In some cases, prosecution may be considered if support is offered but not accepted.

If a child/children's attendance continues to be an issue, they may be referred to Oranga Tamariki and the NZ Police.

STAR (responding to absences) Chart



ATTENDANCE GUIDELINES

- Clear communication to parents/caregivers on attendance expectations on enrolment, at the start of school year, and each term.
- Communicate to parents/caregivers what steps the school will take if their tamariki are absent from school.
- Communicate good attendance habits to tamariki and parents.
- Attendance will be recorded each day, in the morning (9.15am) and in the afternoon (12.30).
- Attendance will be completed online on EDGE according to Ministry of Education guidelines.
- Attendance is recorded in half-day increments. A student is marked as having a half-day absence if they arrive after 10:30 AM or leave before 2:00 PM.
- Parents and Caregivers are expected to advise the school in person/by telephone/email if their tamariki are not attending school.
- If tamariki are sick for 3 days, a medical certificate is requested, covering the dates of absence.
- Parents and Caregivers of tamariki who are absent from TPS without the school being advised will receive a text message by 10am.
- If there is no response to the text message, a phone call will be made.
- If there is no response to the phone call, an email will be sent.
- Tamariki, who are absent for three days in a row without notice to the school, are referred to SWiS and other agencies as appropriate.
- Tamariki who are repeatedly absent on Mondays and/or Fridays are referred to SWiS and other agencies as appropriate.
- Tamariki who have a pattern of absences will be referred to SwiS and/or truancy.
- Emails/notes/phone calls regarding student absences will be recorded on EDGE. Paper copies will be kept on file by the Attendance Officer.
- Each week the Principal, attendance officer and SWiS will meet to discuss open referred cases and any tamariki who will be referred to the service.
- Each week the Principal will review the attendance of all tamariki. The Principal/Deputy Principal/Assistant Principal will contact the parents, as appropriate.

How Whānau Can Help:

Parents and guardians also have legal obligations to ensure their tamariki attend school. TPS expects whānau to:

- Send your tamariki to school if they are well.
- Make sure tamariki arrive at school on time every day.
- Notify TPS by phone, text, or email if tamariki are going to be absent.
- Contact TPS promptly if you receive a text message or call from school.
- Make sure that you know the term dates, details of any school trips and details of any days when tamariki are not required to attend. E.g. teacher-only days. This information is shared on EDGE and on the school's website and FB page.
- Try to arrange appointments etc. outside school hours.
- Maintain open communication between home and school to address any concerns that may impact tamariki learning or well-being.
- Be supportive of TPS and tamariki learning and join in school activities whenever possible.

School Review of plan termly

Review & Reflection Termly	<ul style="list-style-type: none">- Termly review of attendance data, stratified by STAR stage.- Reflect against annual/2030 targets, adjust strategies or introduce new supports.- Staff training as required.- Week by week totals and follow ups recorded- Check effectiveness of rewards for attendance-Report to Board
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