



# TAITOKO SCHOOL

*Vision - Cultural, Creative, Connected Learners*  
*Values - Striving for excellence, Respect everyone, Celebrate diversity*

*I am safe, I am respectful, I am a learner*

## Taitoko School Attendance Management Plan

This Attendance Management Plan aligns with the Education and Training Amendment Act 2025, which requires all schools to have a formal plan to improve and manage attendance. Taitoko School is committed to ensuring that every student attends school regularly, engages fully in their learning, and is supported through timely and consistent follow-up. Taitoko School's attendance systems are grounded in strong relationships with whānau, clear communication, and proactive intervention.

### Strategic Contexts and Attendance Goals

In 2024–2025, Taitoko School's regular attendance rate ranged between 34% and 45%, which is below the national target of 80%. Our goal is to lift regular attendance progressively through focused intervention and community partnership.

Year	Target Regular Attendance (>90%)	Focus
2025 (baseline)	40%	Establish consistent monitoring and communication systems
2026	55%	Strengthen whānau partnerships and reward systems
2027	65%	Deepen intervention and targeted supports
2028	75%	Sustain effective attendance culture
2029	80%	Fully aligned with national target

### Board Responsibility

The Board is responsible for ensuring all reasonable steps are taken to ensure students attend school when open for instruction. This includes:

- Approving and reviewing the Attendance Management Plan.
- Ensuring a stepped response system is implemented.
- Receiving and monitoring termly attendance data from Every Day Matters and eTap.
- Supporting the principal to address systemic barriers to attendance.
- Publishing this plan and reviewing progress annually.

### Principal Responsibility

The Principal is responsible for implementing and monitoring this plan, ensuring attendance systems are consistent across the school, and leading staff understanding.

Responsibilities include:

- Maintaining daily and termly attendance records via eTap.
- Reporting to the Board each term on attendance trends, actions, and barriers.

- Liaising with external agencies where attendance issues persist.
- Promoting attendance expectations through communication with parents, newsletters, and whānau hui.

### Attendance Monitoring Procedures

Teachers complete the attendance register by 9:30am and 2:00pm daily. The Office Manager checks registers daily and texts parents by 10:00am regarding unexplained absences.

The school follows a stepped response system:

- Less than 5 days: attendance reminders, positive communication.
- Up to 10 days: first attendance letter.
- Up to 15 days: second attendance letter, follow-up meeting, truancy intervention.
- 15+ days: final warning, Ministry referral if all steps have been completed and trialed.

### Data Monitoring and Evaluation

Attendance data is reviewed weekly by the Principal and/or DP and termly by the Board. The leadership team identifies trends by year level, gender, and ethnicity using Every Day Matters data.

The plan's effectiveness is evaluated each term with adjustments made based on identified barriers or successes.

### Attendance Referral to Admin

Less than 5 days of 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' absence in a school term.
<ul style="list-style-type: none"> <li>-Teachers are to ensure that the attendance register is completed by 9:30 a.m. and 2:00 p.m.</li> <li>- The register is checked every day by the office manager, and a text message is sent out to all unexplained absences for justification by 10 am (SMS system)</li> <li>- Make sure contact details are up to date.</li> <li>-Provide students with their regular attendance. <b>(Letter to send twice a year and added to enrollment pack</b></li> <li><b>W Student Attendance I...</b></li> <li>-Report regularly to parents on the attendance of their child to attend school.</li> </ul>	<ul style="list-style-type: none"> <li>-Teachers are to ensure that the attendance register is completed by 9:30 a.m. and 2:00 p.m.</li> <li>- The register is checked every day by the office manager, and a text message is sent out to all unexplained absences for justification by 10 am (SMS system)</li> <li>- Make sure contact details are up to date.</li> <li>- Send a formal notification - 1st Attendance Letter <b>If no reply or improved attendance after 5 days 2nd attendance letter sent out.</b></li> <li>- The school will support the removal of any barriers that may prevent students from attending school.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers are to ensure that the attendance register is completed by 9:30 a.m. and 2:00 p.m.</li> <li>- The register is checked every day by the office manager, and a text message is sent out to all unexplained absences for justification by 10 am (SMS system)</li> <li>- Send a formal letter home to parents - 2nd Attendance Letter <b>if no reply or improved attendance after 5 days ASA Report will be Done</b></li> <li>-Hold a meeting to support the transition plan to help get back into learning every day.</li> <li>- We will use school resources and request support from the ministry</li> </ul>	<ul style="list-style-type: none"> <li>Teachers are to ensure that the attendance register is completed by 9:30 a.m. and 2:00 p.m.</li> <li>- The register is checked daily by the office manager, and a text message is sent to all individuals with unexplained absences requesting justification by 10 am (SMS system).</li> <li>-Send a warning notice and try to meet with parents. - Final Letter</li> <li>- Implement and monitor the plan.</li> <li>- Request Ministry-led prosecution when considered appropriate.</li> <li>- Truancy ROC completed by Principal</li> <li>- Possible Unenrolment after 21 consecutive non attendance day</li> </ul>

### Review

Reviewed: November 2025

Next Review: November 2026 and yearly after

Approved by: Taitoko School Board