



Tōku Māpihi Maurea Kura Kaupapa Māori

Attendance Management Plan

(STAR – Stepped Attendance Response)

Approval:	Date: 23/02/2026 School board signature: 	Published on: 24/02/2026	https://www.tmmkkm.school.nz/
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Rationale

Regular school attendance is crucial for student learning, wellbeing and long term success. Consistent attendance ensures tamariki have equitable access to the curriculum and are able to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.

At Tōku Māpihi Maurea KKM, our kura values underpin our approach to attendance – pono me te tika, aroha, whānaungatanga, whakaute and manawaroa. Our Stepped Attendance Response outlines our process for monitoring, supporting and improving attendance so every tamaiti can strive to be the best they can be.

An attendance plan helps the kura meet its legal obligations under the Education & Training Act 2020 and supports the Ministry of Education's national goal of improving attendance and engagement. It enables kura to:

- Monitor attendance patterns and respond early to any concerns
- Identify and address the barriers affecting students and their whānau
- Strengthen relationships through clear expectations and communication
- Support wellbeing by recognising attendance as a key indicator
- Promote a positive culture where everyday matters

Targets

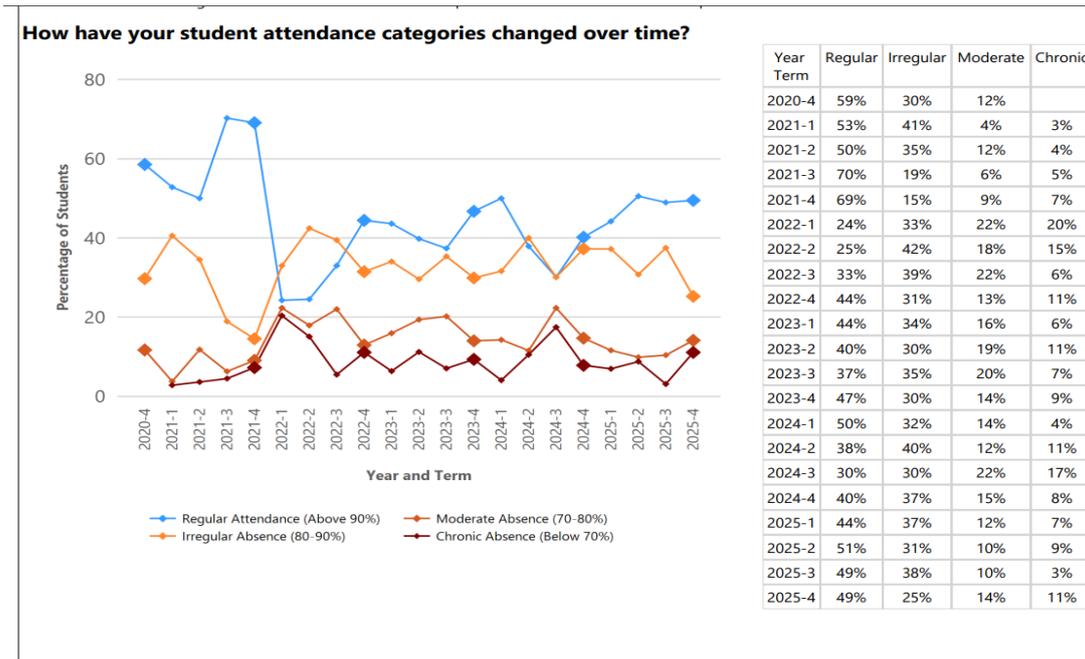
Our government has set a national target of 80% of students attending school at least 90% of the time by 2030. This means that a student is not to miss more than one week of school per term or four weeks in a year. This equates to no more than one day a fortnight.

Identified Barriers to Attendance

At Tōku Māpihi Maurea KKM, our attendance data shows a trend of medical and whānau trips during term time being barriers to achieving this target. To address these barriers, we will:

- Regularly share information with whānau about recognising when a child is sick enough to stay home from kura.
- May request a medical certificate after 3 continuous days absence due to illness, if a child's absences are causing concern
- Make referrals to the Public Health Nurse when medical absences are impacting a child's attendance at kura
- Regularly communicate with whānau about the impact of whānau holidays/trips taken during term time on education
- Have a set message to email to whānau who indicate they are planning are holiday during term time.

Attendance Patterns



Measure	Equivalent to	2024 Rates	2025 Rates
Good Attendance (> 90%)	Less than 5 days a term absence	Term 1=50% Term 2= 38% Term 3= 30% Term 4 = 41%	Term 1= 38% Term 2= 46% Term 3= 47% Term 4= 49%
Worrying Attendance (80-90%)	Up to 10 days a term absence	Term 1= 32% Term 2 = 40% Term 3= 30% Term 4= 38%	Term 1= 32% Term 2= 28% Term 3= 36% Term 4= 25%
Concerning Attendance (70-80%)	Up to 15 days a term absence	Term 1= 14% Term 2 = 12% Term 3 =22% Term 4 =15%	Term 1= 10% Term 2= 9% Term 3= 10% Term 4= 14%

Very Concerning Attendance (<70%)	15 days or more absence a term	Term 1= 4%	Term 1= 6%
		Term 2= 11%	Term 2= 8%
		Term 3 =17%	Term 3= 6%
		Term 4= 8%	Term 4= 11%

Kura Target

What would success look like?

Success would look like an increase to Regular/Good Attendance, whereby more of our tamariki are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these tamariki and whānau with Worrying/Irregular Attendance.

Annual Target for 2026

In 2025, 45% of our tamariki were attending regularly across the 4 terms. We aim to increase Regular Attendance by 12-15% every year, which would meet the government target of 80% of children attending 90% of the time before the timeframe of 2030 set by the government.

Attendance Policy

Tōku Māpihi Maurea KKM has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamariki and whānau and staff are responsible for reminding our community of these expectations.

As required by the Education and Training Act 202 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at Tōku Māpihi Maurea KKM attend when it is open for instruction (Education and Training Act 2020 s36).

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act s24). Whānau are expected to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments and trips outside of school hours or during the school holidays, where possible
- Work with the school to manage attendance concerns

Please visit School docs for policy around attendance procedures. Visit www.schooldocs.co.nz or click here [School Docs Policies](#)

Attendance Management Procedures

Attendance Expectations

We regularly communicate with our tamariki and whānau about attendance expectations, consisting of:

- Communication via Edge (SMS) and weekly pānui
- Korero at Whānau hui (Learning Conferences)
- Kōrero on enrolment
- Facebook reminders
- Phone calls, personalised emails and messages with whānau when needed

Recording Attendance

Tumuaki Responsibilities

The principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non-attending students.

Pouako & Tumuaiki are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by the Pouako termly to review outcomes and effectiveness of these interventions

Kaiako Responsibilities

1. Roll to be taken by kaiako each morning BEFORE 9:10am.
2. Any tamaiti who arrives late to school is to report to the office to register that they are late with our office manager or on the Vistab system.

3. Should a tamaiti arrive in class after the register has been taken, kaiako must ask if they have reported to the office. If they haven't, they will direct them there.
4. Afternoon roll must be taken BEFORE 1:25pm.
5. Paper rolls will be used and sent to the office to input into edge if there is a reliever in the room or the internet is down.
6. If a parent has informed kaiako that their child will be absent for a specific reason, i.e. tangi, appointment, holiday, a note needs to be added to their attendance (through the Roll on Edge) to inform the Office.

Tari Responsibilities

1. The Office Manager checks the texts and emails and takes phone calls of absences in the morning.
2. The Office Manager checks all classes' attendance on Edge from 9.15am.
3. Any children marked with a "?" are then followed up by the Office Manager:
 - a. A text is sent out to all children who are marked with an ?
 - b. When replies are received, the Office Manager updates the absence with the appropriate code.
 - c. If no reply is received, the child is marked as Truant.
4. The Office Manager will check the afternoon roll from 1.30pm.

Whānau Responsibilities

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- Notify the kura as soon as possible if their tamaiti is going to be late or absent
- Arrange appointments or trips outside of kura hours or during school holidays where possible
- Work with us (kura) to manage attendance concerns Monitoring Practices

Daily the office manager will:

- Follow up via phone on any back to back medical or unexplained absences, updating attendance notes on Edge with the information and outcome of these conversations

Every week, the Pouako/Tumuaki will:

- check patterns of attendance
- check for any erroneous coding
- follow up on Truant codes if no communication has been had with the whānau
- adhere to the STAR thresholds Attendance patterns and concerns will be discussed at our

Pouako hui every fortnight.

The Tumuaki will:

- report attendance data twice termly to the School Board
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives
- adhere to the STAR thresholds
- Facilitate discussion with the leadership team termly to review our Everyday Matters report and attendance plan, considering updated actions that may need to occur

Attendance Codes

The Attendance Rules 2025 require schools to use Ministry approved Attendance Codes to record student attendance. The Attendance Codes and guidance are designed to support schools and the Ministry to0:

- « distinguish between presence, justified absence and unjustified absence
- « provide high-level indicators to support monitoring of friends and patterns
- « support school attendance activities e.g. tracking the location of students.

Attendance Codes are not intended to record causal factors for absences such as transport barriers, bullying, anxiety, birthdays or teacher practice. It is not practical for codes to record this level of granularity.

This information is recorded on our SMS by office staff e.g. type of illness, and exact reason for being absent so we can analyse trends and patterns for this student and our school.

Application of Codes

Application of codes are based on the following School Policies & Procedures support the consistent application of Attendance Codes.

At Tōku Māpihi Maurea KKM:

L	Late	Arriving after the 8:55am bell Students must report to the School Office and receive a "late card" ALL students must report in to the School Office after 8.55am
J	Justified	Explained and approved Absences that are explained and approved by the Principal
E	Explained	Explained but not approved Absences that are explained but not approved by the Principal

Absence Due to Cultural Responsibilities

To be discussed and negotiated with whānau and Tumuaki

Extended Absence (illness and medical)

Students who are not able to attend school as they are unwell or injured should be recorded as M — illness/medical. This includes short-term hospital stays and rehabilitation programmes if the student is not admitted to a Regional Health School. If a student is engaged with a Health School, then the A - alternative provision code applies. Extended and recurring illness and medical related absences may require consideration of a wellbeing plan or admission to Health School.

Extended Absence (overseas) Note: G code = Holiday during term time

If a student is absent overseas for more than 15 consecutive weeks in one year, then the student should be recorded as "G" (not attending) or removed from the school roll and re-enrolled on their return.

Extended Absence (unknown cause)

Schools are required to un-enrol students if they have been absent for 20 consecutive school days unless the Principal has been informed that the absence is temporary. Tōku Māpihi Maurea KKM we un-enrol students earlier if we have received an ENROL notification that a new school enrolment has been made, or we have been informed the student is not intending to return (e.g. moving overseas).

Communicating with Parents School App - Absentee notifications from parents/caregivers can be made by phone (07)856 8266, through email to tari@tmmkkm.school.nz or by using the Edge Mobile App

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Any action taken can be considered at any threshold. All actions will be recorded in Edge.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
Whānau	Whānau	Whānau	Whānau

<ul style="list-style-type: none"> • Ensure student attends every day they are able • Reinforce good attendance habits • Support other whānau to reinforce good attendance habits • Follow school attendance management plan and procedures 	<ul style="list-style-type: none"> • Return student to regular attendance • Contact school to discuss reasons for absence and impact on learning • Support student to catch up on missed learning • Engage in supports offered 	<ul style="list-style-type: none"> • Return student to regular attendance • Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan • Implement strategies at home 	<ul style="list-style-type: none"> • Return student to regular attendance • Engage in support plan • Participate in regular meetings
Kura	Kura	Kura	Kura
<ul style="list-style-type: none"> • Communicate with whānau about every absence • Maintain contact details of all parents • Provide students with regular updates on their own attendance • Report regularly to whānau on attendance of 	<ul style="list-style-type: none"> • Contact parents to discuss reasons for absence and impact on learning • Support student to catch up missed learning where required • Use in-school resources as appropriate to remove barriers, eg: SWIS Worker, RTLB, LSC 	<ul style="list-style-type: none"> • Contact parents to escalate concerns • Hold meeting to analyse reasons for absence and to collaborate on a support plan • Develop and implement a support plan tailored to the reasons and circumstances 	<ul style="list-style-type: none"> • Contact parents to inform of escalated response • Request support from Attendance Service or other agencies as needed • Participate in multi-agency response • Maintain implementation