



# **ATTENDANCE HANDBOOK**

## Our Vision

Marotiri school is a learning community encouraging children to be inquiring learners, effective communicators, deep thinkers, managers of self and life-long achievers.

## Our Values

**Educational Values:** Innovation - Inquiry - Curiosity - Creativity - Caring for the Environment - Independence - Self-control - Cultural Sensitivity

Our values are deeply held beliefs about what is important or desirable for our life-long learners in their everyday activities and interactions.

### Marotiri Rock **SOLID** Virtues:

Strive for **Excellence** Own **Resilience** Learn **Respect** Ignite **Creativity** Demonstrate **Empathy**

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## Legal Obligation

### 36 **Students of registered schools required to attend whenever schools are open**

- (1) Except as provided in this Act, a student is required to attend a registered school whenever it is open if the student—
  - (a) is required to be enrolled at a registered school:
  - (b) is aged 5 years and is enrolled at a registered school.
- (2) A board or sponsor must take all reasonable steps to ensure that the school's students attend the school when it is open.
- (3) For the purposes of this section, a student attends a school on any day if, on the day —
  - (a) it has been open for instruction for 4 hours or more; and
  - (b) the student has been present for 4 hours or more when it was open for instruction.

## Rationale

*Consistent attendance is a critical factor in student achievement and wellbeing. Data continues to show a strong correlation between low attendance and low academic outcomes—students who are regularly present in class are more likely to engage in learning and achieve success.*

*Under New Zealand law, all students aged 6 to 16 are required to attend school every day. Ensuring this happens is a shared responsibility across our school community. When students attend regularly, they are more likely to feel connected to their peers, teachers, and learning environment—key elements that support both academic and personal growth.*

*There are many reasons why students may not attend school, and improving attendance requires a proactive, coordinated approach. This handbook outlines the roles and responsibilities of all staff, as well as the targeted strategies we will implement as part of our commitment to the Stepped Attendance Response Plan. Our collective goal is to raise overall attendance to at least 80%, with a focus on early identification, timely intervention, and strong relationships with whānau.*

*Accurate attendance marking is not only a professional expectation—it is a legal requirement. Attendance data is used for a range of purposes, including legal matters such as custody arrangements, and is now automatically uploaded daily to the Ministry of Education. This makes accuracy and timeliness more important than ever.*

*By working together and following the steps outlined in this plan, we can ensure that every student at Marotiri School has the opportunity to succeed through regular, meaningful engagement in learning.*

## Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.

Our school currently has 49% regular attendance and a target of lifting regular attendance to 65% by the end of 2026.

### Board responsibilities

The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction. The board will comply with the provisions in the legislation in relation to student attendance by:

- having a commitment to support students return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing this attendance management plan on the school's website - via Admin Office

### Principal responsibilities

The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance (Interaction, Whanau Hui, Marotiri Messenger, classroom conversations)
- Report to the board on any trends, barriers to attendance and interventions being used to support student attendance.

### Procedures/supporting documentation

**Attendance management Procedure - Stepped Attendance Response (STAR)- see below**

### Monitoring

The principal will monitor reporting of daily attendance data - through HERO

The board will receive termly attendance reporting- including information provided by the Every Day matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration.

### 2026 Term-by-Term Attendance Goals: (Based on 2025 Every Day Matters data)

Term	Regular (90%+)	Irregular (80–90%)	Moderate (70–80%)	Chronic (<70%)
Term 1	60%	29%	7%	4%
Term 2	62%	29%	6%	3%
Term 3	63%	27%	5%	3%
Term 4	65%	25%	5%	2%

## Roles and Responsibilities

<p><b>Students</b></p>	<ul style="list-style-type: none"> <li>● Expected to attend every day, arrive on time, and remain on-site during the school day.</li> </ul>
<p><b>Whānau and Caregivers</b></p>	<ul style="list-style-type: none"> <li>● Ensure student attendance and inform the school of absences on the day.</li> </ul>
<p><b>Teachers</b></p>	<ul style="list-style-type: none"> <li>● Mark attendance accurately at the beginning of the day and at the commencement of the afternoon lessons.</li> <li>● Engage students in fulfilling purposeful learning.</li> <li>● Provide opportunities for students to make up for missed work.</li> <li>● Acknowledge good attendance.</li> <li>● Identify concerning patterns of absence.</li> <li>● Monitor class attendance at weekly staff meetings. and discuss concerns with team leaders at weekly attendance team hui</li> <li>● Concerns passed to Principal</li> </ul>
<p><b>Admin Officers</b></p>	<ul style="list-style-type: none"> <li>● Check class attendance rolls - clear emails and notification of student absence; enter into HERO.</li> <li>● Send message to families for unexplained absence via HERO</li> <li>● Contact parents daily for absent students. Record contact on HERO</li> <li>● Observe attendance patterns and report to Principal</li> </ul>
<p><b>Tuamaki - Principal</b></p>	<ul style="list-style-type: none"> <li>● Monitor weekly attendance data, support staff and parents, and intervene when attendance patterns emerge.</li> <li>● Contact parents when needed.</li> <li>● Make on-line referrals using ASA when poor attendance patterns emerge. Coordinate with external agencies as needed.</li> <li>● Celebrate school wide attendance at School interaction and Marotiri Messenger 2 weekly.</li> </ul>
<p><b>SLT</b></p>	<ul style="list-style-type: none"> <li>● Lead the attendance strategy, support interventions, and oversee referrals to SENCO and external agencies.</li> <li>● Track student daily data in their team. Follow attendance plan</li> <li>● Review data at weekly staff meetings</li> <li>● In team meetings record students with concerning absences.</li> <li>● Notify Principal</li> </ul>
<p><b>SENCO</b></p>	<ul style="list-style-type: none"> <li>● Monitor Tier 2 students attendance and discuss at twice termly hui</li> <li>● Principal to lead attendance discussion at hui</li> <li>● Record actions - Coordinate with external agencies as needed.</li> <li>● At subsequent meetings review and monitor</li> </ul>

<p><b>External Attendance officers</b></p>	<ul style="list-style-type: none"> <li>● Liaise with Principal concerning at risk students</li> <li>● Contact parents when referral is made for absent children and coordinate with external agencies as needed.</li> </ul>
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**Attendance Procedures**

<p><b>Teachers</b></p>	<p><b>DAILY</b></p> <ul style="list-style-type: none"> <li>● Accurately mark the roll in every class by 9.10am and 1.55pm</li> <li>● Check HERO communication</li> <li>● Advise Office staff of any relevant information that teachers have received</li> <li>● Ensure late students report to the office and sign in</li> </ul> <p><b>WEEKLY</b></p> <ul style="list-style-type: none"> <li>● Monitor attendance patterns and refer concerns to Team Leaders</li> <li>● Celebrate consistent attendance in class with 'Connected learners'.</li> </ul> <p><b>REGULARLY</b></p> <ul style="list-style-type: none"> <li>● Communicate with whānau about attendance patterns, both good and concerning at SLC, meetings and during interaction with parents</li> <li>● Support returning students with update on current class activities.</li> </ul>
<p><b>Administration Officers</b></p>	<p><b>DAILY</b></p> <ul style="list-style-type: none"> <li>● Clear emails and notification of student absences. Copy into HERO</li> <li>● Check class attendance rolls - notify staff of incomplete attendance rolls.</li> <li>● Follow up on unexplained absences promptly.</li> <li>● Contact families for unexplained absence.</li> <li>● Record contact with parents on HERO</li> </ul> <p><b>WEEKLY</b></p> <ul style="list-style-type: none"> <li>● Communicate with teachers concerning unexplained absences</li> </ul>
<p><b>SENCO</b></p>	<p><b>TWICE TERMLY @ SENCO HUI</b></p> <ul style="list-style-type: none"> <li>● Review attendance data for all students under their their support</li> <li>● Update individual student action plans as required</li> <li>● Monitor flagged students and advise Principal of concerns</li> <li>● Support teachers with students &lt;90% attendance</li> </ul>

<p><b>SLT</b></p>	<p><b>DAILY</b></p> <ul style="list-style-type: none"> <li>● Support roll compliance.</li> </ul> <p><b>WEEKLY</b></p> <ul style="list-style-type: none"> <li>● Support teachers at weekly attendance hui in staff meetings</li> </ul> <p><b>REGULARLY</b></p> <ul style="list-style-type: none"> <li>● Meet with SENCO about interventions and referrals @ bi-weekly Team meetings</li> <li>● Lead responses to chronic absence.</li> <li>● Refer student concerns to the Principal at SLT meetings, to contact Attendance Service after 20+ days of absence.</li> </ul>
<p><b>Principal</b></p>	<p><b>DAILY</b></p> <ul style="list-style-type: none"> <li>● Track student attendance and flag concerning trends.</li> <li>● Liaise with Admin staff to contact whānau for unexplained absences.</li> </ul> <p><b>WEEKLY</b></p> <ul style="list-style-type: none"> <li>● Lead Weekly staff meeting hui with the attendance data generated by SMS.</li> <li>● Celebrate school-wide attendance at Interaction and Whanau Hui</li> </ul> <p><b>REGULARLY</b></p> <ul style="list-style-type: none"> <li>● Support SLT with reporting and data management</li> <li>● Contact Attendance Service to organise home visits and escalate concerns to external services as required</li> </ul>
<p><b>External Attendance officers</b></p>	<p><b>REGULARLY</b></p> <ul style="list-style-type: none"> <li>● Liaise with Principal to follow up repeated absences</li> <li>● Conduct home visits and escalate concerns to external services.</li> </ul>

### Attendance Thresholds and Responses

- Green Zone ( $\geq 90\%$ ) – Team Leader affirms attendance, teacher celebrates, minimal intervention required.
- Yellow Zone (80–89%) – Admin contacts whānau. The principal may introduce an attendance plan.
- Orange Zone (70–79%) – Letter delivered to Whanau via HERO. Attendance team - Teacher, Team leader and Principal liaise and organise a meeting with students and whānau. Plan created with Principal support.  
In School request for attendance officer home visit
- Red Zone ( $< 70\%$ ) – Principal liaises with Teacher and SLT and leads intensive intervention. External agencies involved where needed.

## ATTENDANCE MANAGEMENT PLAN: FLOW DIAGRAM

	GREEN: 90% attendance (5 days per term)	YELLOW: 80% attendance (10 days per term)	ORANGE: 70% (15 days per term)	RED: Less than 70%
<b>Step 1</b>	DAILY: Teacher marks class roll twice daily			
<b>Step 2</b>	DAILY: Admin officer checks roll & enters details for MOE to collect. Sends absence msg by 10am. Generates messages to parents for unexplained absence. Log contact			
<b>Step 3</b>	WEEKLY: Teachers check weekly attendance rolls. Review @ staff mtg. Discuss concern @ team mtg WEEKLY: Teachers acknowledge & reinforce value of consistent attendance - connected learners Celebrate school attendance @ Interaction			
<b>Step 4</b>	WEEKLY: Admin officer checks rolls for accuracy and ensures information is available for MOE. Alerts SLT of unexplained absence/ concerns/patterns: informs SENCO			
<b>Step 5</b>		MON: SLT discuss weekly attendance data / identify patterns TUES: Analyse patterns in Team meeting. Refer concerns to Rose to contact home - log contact calls		
<b>Step 6</b>			WED: Attendance Team: Teacher, Team Leader & Principal liaise and organise a meeting with the student and whanau. Plan created with Principal support	
<b>Step 7</b>			Letter delivered to whanau via HERO - In-school request for Attendance officer home visit	
<b>Step 8</b>				SENCO Hui: Principal liaises with SLT & teacher and refers to attendance service or interagency support. Taken off roll after 21 days.

**KEY:**  
 ISAT = In-school Attendance team (SLT/SENCO/Principal)      PRIN = Principal      SEN = SENCO

Code Group	Sub-Group	Code	Examples
Present	On-site	P – Present	In class and present
		L – Late to class	Late to class and present
		V – Unsupervised exam study	Unsupervised exam study (ON-SITE)
		N – Present but out of class	<ul style="list-style-type: none"> <li>● Internal appointment</li> <li>● On-site school-based activity e.g. cultural / sporting event like Sports Day.</li> <li>● Temporary removal from class</li> <li>● Prefect meeting</li> <li>● Time in sickbay</li> </ul>
	Off-site	D – Approved external appointment	<p>If a student cannot attend an appointment out of hours e.g.</p> <ul style="list-style-type: none"> <li>● Medical appointments (doctor, dentist),</li> <li>● specialist appointments</li> <li>● appointments with other professionals (e.g., counsellor, social worker).</li> </ul>
		Q – Board approved offsite learning	<ul style="list-style-type: none"> <li>● Tangihanga</li> <li>● Cultural / Arts/ Sports event</li> <li>● Performing / Playing / participating in a regional or national school event</li> <li>● Overseas BUT committing to a learning program.</li> <li>● Wellbeing plan or flexible learning plan = Q on days off</li> <li>● Attending an offsite program for IEP</li> <li>● Rostering home for group or year levels. NOTE: work needs to be available</li> </ul>

Code Group	Sub-Group	Code	Examples
		A – Alternative provision	<ul style="list-style-type: none"> <li>● Students present at <ul style="list-style-type: none"> <li>○ Alternative Education</li> <li>○ Health school</li> </ul> </li> </ul>
Absent	Justified Absences	M – Illness / Medical absence	<ul style="list-style-type: none"> <li>● Absent due to illness (includes health-related e.g. anxiety)</li> </ul>
		J – Explained and approved	<ul style="list-style-type: none"> <li>● Family arrangement</li> <li>● Overseas holiday (no work or commitment to [work])</li> </ul>
		U – Stood down or suspended	<ul style="list-style-type: none"> <li>● Stood down or suspended</li> </ul>
	Exam Leave	X – Exam Leave	<ul style="list-style-type: none"> <li>● Study leave off-site (not included in MOE attendance calculations)</li> </ul>
	Unjustified Absences	T – Truant	<ul style="list-style-type: none"> <li>● Student is absent without explanation</li> </ul>
		E – Explained but not approved	<ul style="list-style-type: none"> <li>● Absent without justifiable reason e.g. <ul style="list-style-type: none"> <li>○ Didn't come to school because of sports day</li> <li>○ Went to watch siblings school production</li> </ul> </li> </ul>
		G – Holiday during term time	<ul style="list-style-type: none"> <li>● Holiday taken. Student refuses to commit to study or learning programme</li> </ul>
		? – Unknown reason (temporary)	<ul style="list-style-type: none"> <li>● This is a TEMPORARY code. This will be updated once the reason is specified.</li> </ul>

# Marotiri School Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

**For students with less than 5 days absence in a school term - 90% + attendance**  
**Goal - To maintain and reinforce regular attendance patterns**

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><b><u>Communication</u></b> Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p>Include a newsletter on attendance requirements with enrolment packs, to go out with new students and to remind all students of attendance protocols at start of the year and each term</p> <p>Explain to parents the codes used to record attendance of each student at enrolment.</p>	<p>Attendance Newsletter introduces attendance team and outlines protocols</p> <p>Attendance letters to update parents of rates and requirements</p> <p>Attendance codes on display</p>	Principal and Administration office
<p><b><u>Monitoring</u></b> Monitor attendance</p>	<p>Roll is marked by the teacher between 9.00- 9.10 &amp; 1.40-1.50.</p> <p>Weekly data is collated in HERO which teachers can access</p> <p>Weekly Tuesday staff meetings corroborate data, explain any code changes in attendance and review class attendance.</p> <p>In the morning, teachers identify students absent the day before and have a conversation around the cause of the absence.</p> <p>By 10am Admin Officer contacts home of each student to inform them of absence. On HERO student guidance- record contact</p>	<p>Attendance rolls marked in HERO</p> <p>HERO attendance tracking report</p> <p>Attendance Team - SLT monitors school-wide attendance data; discuss trends at weekly SLT meeting Share with staff@staff meeting</p> <p>Admin Officer oversees these processes</p>	<p>Teachers</p> <p>Administration officer report</p> <p>SLT: Senior leadership team</p> <p>Teachers</p> <p>Admin Officer</p>

<p>Communicate to parents about every absence</p> <p>Maintain contact details of parents</p>	<p>Admin officer sends communication to Whanau of all students recorded as absent by 9.30am. HERO generates a list of students absent for the full day</p> <p>Weekly attendance rate is announced at Interaction &amp; Whanau Hui Weekly and celebrated in Marotiri Messenger</p> <p>Gather details at enrolment. Re-establish details at the start of every year. The office checks in on a regular basis when parents visit and notes any updates.</p> <p>Check details at preschool visits or time of enrolment prior to beginning school.</p> <p>Contact parents / Caregivers through HERO ahead of school events or when students are recognised for achievements</p>	<p>Admin prints a school-wide weekly attendance report each Friday.</p> <p>Admin staff conducts student enrolments. Staff keep in regular contact with parents/whānau</p> <p>Enrolment information booklet</p> <p>HERO communication tool &amp; Marotiri Messenger/class newsletters keep caregivers up to date and celebrate success.</p> <p>Interaction presentations</p>	<p>Admin Officer</p> <p>Admin team</p> <p>Admin Officer</p> <p>Admin Officer, Principal and classroom teachers</p>
<p><b><u>Reporting</u></b></p> <p>Provide students with regular updates on their own attendance</p> <p>Report termly to parents on attendance of their child &amp; twice a year through HERO reporting app</p>	<p>Fortnightly update by Principal @ interaction and whanau Hui of school wide attendance %</p> <p>Incidental pastoral conversations with students</p> <p>Celebrate achievement @ school Interaction. Celebrate success in Marotiri Messenger &amp; Facebook. Data available on school portal. Accurate Attendance data included in school reports</p>	<p>HERO weekly attendance reports</p> <p>Teachers</p>	<p>Principal teachers SLT generates posts.</p>
<p><b><u>Support</u></b></p> <p>Support students to catch up missed learning where required</p>	<p>Teachers build strong relationships with students.</p> <p>Provide work for students to complete ahead of absence if it is a planned absence.</p> <p>Use Google Classroom /Digital platform for Senior classes to document lesson resources</p>	<p>Culturally Relevant and Relational Pedagogy</p> <p>Google Classroom / digital platforms for Senior classes</p>	<p>Teachers</p>

<p><b><u>Teaching and modelling</u></b></p> <p>Use Marotiri School Rock SOLID Values, Incredible Years (IYT) Behaviour management plan and Zones of Regulation approaches to promote good social and learning environment</p>	<p>Recognise and affirm connected learners for weekly attendance</p> <p>Side-by-side affirmation of students with good attendance and students whose attendance has improved</p>	<p>Public recognition at Interaction and in Marotiri Messenger of school wide improvement in attendance rates.</p>	<p>Teachers Principal</p>
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# Marotiri School Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

**For students with up to 10 days absence in a school term - 80% attendance**

**Goal -To restore student's attendance to above 90%**

Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<p><b><u>Communication</u></b></p> <p>Send formal notification and contact parent/ guardian to discuss reasons for absence</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p>In the morning block the Admin Officer contacts the home of each student on the list to inform them of absence. Records contact to home on student guidance entry: HERO</p> <p>Contact whanau/parents via Absence Message or phone call home for all students recorded as absent by 9.30am).</p> <p>At the weekly Staff Meeting / Team Meetings, teachers and team leaders identify the pattern of more than 1- 2 days a fortnight absent.</p> <p>Communicates their concerns to the Principal. Principal and SENCO liaise to contact the parent to plan for the student to return to school.</p> <p>SENCO records contact home in HERO.</p> <p>Use external attendance officer for repeated absence - organise home visit.</p>	<p>Admin officer checks the roll to see if absence has been explained. HERO absence Message sent home for unexplained absence. If no response - phones home.</p> <p>Admin officer informs the Principal of concerns.</p> <p>In Weekly SLT meetings, patterns are identified and discussed and reported at weekly staff meetings - referrals made to the Principal to contact home.</p> <p>Collaboratively make a plan regarding attendance. Plan is to be logged in HERO</p>	<p>Admin officer</p> <p>Teachers, SLT and Principal</p>

<p><b><u>Monitoring</u></b></p> <p>Monitor attendance Communicate to parents about every unexplained absence</p> <p>Maintain contact details of parents</p>	<p>HERO flags students who have been absent 3 days and then 5 days</p> <p>Monitor contact details of parents are up to date</p>	<p>SLT uses this to: discuss the week's attendance at Monday SLT and generate discussion at the Staff meeting on Tuesday.</p>	<p>Teachers and Admin officer SLT</p> <p>Admin Officer</p>
<p><b><u>Reporting</u></b></p> <p>Report regularly to parents on attendance of their child</p> <p>Termly - and twice yearly in school report through HERO.</p>	<p>Digital integration through Home / school communication via HERO</p> <p>Twice yearly or more frequently when concerns are raised about attendance</p>	<p>Celebrate improved attendance in-class</p>	<p>Teachers and team leaders</p> <p>Teachers</p>
<p><b><u>Support</u></b></p> <p>Support students to catch up missed learning where possible</p>	<p>Use of Google classroom to enable students to catch up on missed work where appropriate for Senior classes.</p> <p>Teacher supports additional catch up where appropriate</p>	<p>Ensure senior students have access to Google classroom and digital platforms</p> <p>Teachers engage and communicate with whanau Email, phone or meeting</p>	<p>Teacher SLT</p>
<p><b><u>Teaching and modelling</u></b></p> <p>Use in-school resources as appropriate to remove barriers e.g. teachers, RTL; SENCO</p> <p>Marotiri School Values, IYT Behaviour management plan and Zones of Regulation implemented across the school</p>	<p>Provide access to Breakfast in Schools and lunches or stationery to reduce barriers Support for accessing funding for trips, camps.</p>	<p>Admin officer, Teachers or Teacher Aides inform the Principal of request for assistance with Lunches or stationery for students in need</p>	<p>Breakfast Club Admin officer Friends of the School Teacher Aides.</p> <p>Teachers House Leaders Principal Deputy Principal Senior team leader SENCO RTL LSC Police</p>

# Marotiri School Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

**For students with up to 15 days absence in a school term - 70% attendance**

**Goal - to re-engage students and increase attendance**

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><b><u>Communication</u></b></p> <p>Principal sends escalated formal notification to parents</p> <p>SLT holds a meeting with parents to analyse reasons for absence and to collaborate on a support plan. Meeting initiated by Principal</p> <p>Develop and implement a plan tailored to the reasons and circumstances around the child's absence.</p>	<p>Letter of concern sent inviting whānau to be part of solution</p> <p>In School Attendance Team (SLT) hold Attendance Hui - involve external support and RTLB where required.</p> <p>Plan is developed</p>	<p>Teacher &amp; SENCO makes a referral to the In SLT Attendance Team.</p> <p>Case Manager is assigned at weekly hui from the Attendance Team (Team Leader /Principal)</p> <p>Letter delivered by School attendance team -SLT</p> <p>Hui held and plan developed and monitored</p> <p><b>See letter template</b></p>	<p>Principal</p> <p>In school Attendance Team - Principal &amp; Senior leaders</p> <p>Supported by external Attendance officer/RTLB/LSC for complex cases</p> <p>Principal, Team Leader and Team SENCO</p>
<p><b><u>Monitoring</u></b></p> <p>Monitor attendance</p> <p>Admin officer continues to communicate to parents about every absence - advises Principal</p> <p>Maintain contact details of parents</p>	<p>Principals leads discussion at SLT meeting, staff meeting and refers to SENCO Hui - RTLB/LSC/SENCO</p> <p>Absence Message or phone call home by Admin officer initially - supported by Principal if there is no response.</p> <p>Advise Team SENCO</p>	<p>Admin Officer checks to see if absence has been explained by interval; send message to Whanau via HERO.</p> <p>If there is no response, refer to the Principal to initiate the next step. make phone call</p> <p>Principal refers to External Attendance Officer to make home visit</p>	<p>Admin Officer</p> <p>SENCO and Principal</p> <p>Attendance Officer</p>

<p><b>Reporting</b></p> <p>Provide students with regular updates on their own attendance</p> <p>Report regularly to parents on attendance of their child</p>	<p>Check and Connect student with Attendance record in HERO</p>	<p>Teachers with support of Team Leaders track attendance rates for students with up to 15 days absence in a term</p>	<p>Teachers and Team leaders</p>
<p><b>Support</b></p> <p>Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed</p>	<p>Breakfast, lunch and Stationery provided to remove barriers</p>	<p>Teacher/SENCO/ Team leaders send request to Principal for stationery for students in need</p>	<p>Principal / SLT oversees Health and wellbeing budget</p>
<p><b>Teaching and modelling</b></p> <p>Use in-school resources as appropriate to remove barriers e.g. Marotiri School values Zones of Regulation Kiwi Can</p>	<p>Breakfast Club - Lunches - Stationery provided to remove barriers Referral to counselling support - SENCO/ RTLB / SLC / Psychologist/ Schools Community Police Constable</p> <p>TEAM SENCO meet with Principal to track and monitor</p>	<p>Principal make referrals</p> <p>Guidance Network</p>	<p>Principal / SLT oversees Health and wellbeing budget</p> <p>SENCO / Principal</p>


# Marotiri School Attendance Management Plan

Communication – Monitoring -- Support – Reporting – Teaching and Modelling

**For students with up to 15 or more days absence in a school term - LESS THAN 70% attendance**  
Goal- Intensive intervention to overcome complex barriers.

Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<p><b>Communication</b></p> <p>Send warning notice and make contact to arrange meeting with parents</p>	<p>Home visit to inform whānau of next steps</p>	<p>In-school Attendance team representative (Principal) delivers letter explaining next steps</p>	<p>In School attendance team responsible to Principal well being</p>
<p><b>Monitoring</b></p> <p>Implement and monitor improvement plan</p> <p>When criteria are met, follow prescribed processes to un-enrol the student</p>	<p>Principal, SLT, Attendance Officer, RTLB, ministry of Education senior advisor</p> <p>Referral to MOE psychologist with complex cases After 21 days student is taken off roll and</p>	<p>See template</p> <p>Referral to Attendance officer</p> <p>Principals contacts whanau</p> <p>Wellbeing and then takes student off the roll</p>	<p>Principal supported by SLT; RTLB; and MOE support for complex cases</p> <p>Principal</p>
<p><b>Reporting</b></p> <p>Refer to the Ministry to consider action, including prosecution, when supports are offered and not taken up</p>	<p>Refer students to Interagency Hui - MoE are part of this and Police</p>	<p>Run two Interagency hui each term to develop a pathway for intervention</p>	<p>Principal and SLT</p>
<p><b>Support</b></p> <p>Escalate to multi-agency response Participate in multi-agency response</p>	<p>Refer students to Interagency</p>	<p>Principal runs two Interagency Hui each term with representations from MoE, OT, local social support agencies, Police, Youth Justice</p>	<p>Principal and SLT</p>

**APPENDIX:**

 Marotiri School Strategic Plan 2026-2028

[Marotiri School Strategic Plan 2026-2028 pg 2-4](#)

[Marotiri School student Attendance Policies and Procedures.pdf](#)

[Communicating with Parents about absence - letter samples](#)

**OTHER RESOURCES:**

[\*Blank STAR template.pdf\*](#)

[\*STAR Individual Attendance Plans \(Information for School Leaders\) - FINAL.pdf\*](#)

[\*Implementing the STAR.pdf\*](#)