

# Papakura Intermediate

## Attendance Management Plan

This Attendance Management Plan for Papakura Intermediate is designed to meet Ministry of Education (MoE) requirements while remaining grounded in our vision of being a Home to Innovative Learners and Leaders. It utilises our core values of Rangatiratanga, Whanaungatanga, and Kaitiakitanga to ensure every student is present, engaged, and supported. Adopting a "no shame, no blame" philosophy, we prioritise proactive relationship-building to uncover the "why" behind absenteeism - identifying underlying barriers and distinguishing between involuntary factors and disengagement. By integrating a structured stepped response with intensive whānau support, we actively work to mitigate these barriers to achieve our school-wide goal of 90% regular attendance.

All staff must read and be familiar with [P.I. School Guidelines on student attendance](#).

### Attendance Registers

Student attendance is marked on eTap (SMS) between 8:30am - 8:45am and 12:50pm - 1:10pm daily. The attendance codes (updated by MOE, April 2025) are used by teachers and the Attendance Officer in line with the attendance descriptors.

### Reporting to our Community

To ensure transparency, we will report attendance percentages by year level to the Board of Trustees and our whānau each term. We also celebrate engagement by publicly recognising the classes with the highest attendance in each Whānau as our weekly winners.

### The Ministry of Education - definitions of attendance bands

- Regular attendance - children who attend more than 90%
- Irregular attendance - children who attend between 80-90%
- Moderate attendance - children who attend between 70-80%
- Chronic absenteeism - children who attend less than 70%

### Attendance Follow Up and Communication

- Attendance is firstly followed up by our teachers and kakano buddies as they know students best.
- Attendance concerns are then followed up by the Attendance Officer.
- Any attendance information that is reported will be added to eTap for teachers to read. If teachers/kakano receive information first, they are responsible for adding notes into eTap.

### Attendance Awards & Encouragement

- Class attendance and lateness is tracked and monitored daily in our PI Pukapuka through our whānau points system by teachers and student leaders.

- Classes with full weekly attendance will receive a whole class reward. Whānau with the best overall attendance will receive points.
- The Whānau Cup is awarded to the winning whānau at the end of each term.
- Staff Incentive - at the end of each term staff with 100% attendance will receive a \$50 petrol voucher. At the end of the year, staff with a 100% attendance will be recognised at our final assembly and presented with a special gift.

Responsible	Term 1	Term 2	Term 3	Term 4
<b>Attendance Officer</b>	Track all 'chronic' students attendance progress 100% Attendance certificates for final assembly at the end of each term Co-ordinate weekly list of students (transport as a barrier) for the school van to pick up between 7:30 - 8:15am.			
<b>Teachers</b>	Check attendance notes in eTap daily Supporting student leaders in recording attendance daily in the PI Pukapuka Follow up with whānau if students are absent			
<b>Principal &amp; Attendance Officer</b>	Discuss progress of 'chronic' students Meet fortnightly to discuss attendance concerns Meet with Solomon Group and AOfficer regularly to help support getting students to school			
<b>Principal</b>	Monthly reports to the Board on data, trends and effectiveness of the plan Sharing term attendance with whānau in the school newsletter Track and monitor termly progress of 20 students identified as chronic (case study) Share Everyday Matters report with Board, Staff and			
<b>Teachers</b>		Report to Parents Excellent- 100% Satisfactory - 5 days Unsatisfactory - 6 or more days		Report to Parents Excellent- 100% Satisfactory - 5 days Unsatisfactory - 6 or more days

### Monitoring Practice - Alignment of STAR and Every Day Matters terminology

STAR	Every Day Matters	At Papakura Intermediate...
<b>Good</b> (less than 5 days absence in a term)	<b>Regular</b> (over 90% attendance; absent fewer than 5 days per term)	We will stay in contact and follow up where necessary.
<b>Worrying</b> (up to 10 days absence in a term)	<b>Irregular</b> (81% - 90% attendance; absent between 5 - 9 days per term)	We will work with whānau to identify barriers and provide support where possible.
<b>Concerning</b> (up to 15 days absence in a term)	<b>Moderate</b> (71% - 80% attendance; absent between 10 - 14.5 days per term)	We will work with whānau to develop a plan to support attendance and learning. We may engage the

		Attendance Service or other agencies to support the plan.
<b>Serious Concern</b> (15 days or more of absence in a term)	<b>Chronic</b> (70% or less attendance; absent for 15 days or more per term)	We will continue to work whānau on the plan. We will seek support from the Attendance Service and other agencies to support whānau in getting their child/ren back to school.

### Supporting Students Returning to School

When students return to school after an absence, our goal is to support them

#### Learning

- Teacher/kakano check in's
- Access to learning support if needed
- Access to extra tutoring in English and Maths (attendance funding)

#### Relationships

- Teacher/kakano check in's to monitor social wellbeing
- Kaiawhina student council members to check in (student connection)
- School Whānau check in's

#### School Culture

- Ensuring students are informed (PI Pānui, student council notices, school events)
- Encouragement to get involved and participate in Whānau activities/events

#### Communication with Home

- We will continue to keep parents/caregivers informed about the progress the student is making to reintegrate back into school through regular communication channels.

#### Support we have in place

- **Attendance Officer**
- **Teachers/ Kakano Buddies** - can support and/or direct to others' for more specialised support.
- **SWIS** - can support whānau and students via Learner Support team.
- **Learner Support Team** - via learner support referral
- **Solomon Group** - referrals are via the Attendance Officer
- **School Van** - to assist students where transport to school is the main barrier for students getting to school (need to meet criteria). Managed by the Attendance Officer

20 January 2026.