

Northcote Intermediate Attendance Management Plan

Updated:	<i>Term 1 2026</i>	Review date:	<i>Term 1 2027</i>
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Purpose

This Attendance Management Plan sets out Northcote Intermediate's approach to identifying and responding to students' absences. Northcote Intermediate has procedures to record and monitor attendance and to identify attendance patterns of concern. Attendance expectations and patterns of concern are discussed with students and their families. Plans are put in place to support students with worrying and concerning patterns of attendance.

Regular school attendance is strongly linked to academic success. Missing school, even for a few days, can negatively impact a student's ability to keep up with coursework, understand concepts, and perform well on assessments. Consistent attendance builds a solid foundation for learning, fosters social and emotional development, and provides opportunities for meaningful teacher-student interactions.

The Ministry of Education considers that students should attend regularly. Regular attendance is considered to be present at school for 90% of the Term. The Government has a target of 80% of the students being present 90% of the term by 2030.

Legal Requirements for School Attendance

Schools are required to:

- enrol eligible students
- take all reasonable steps to make sure students attend when the school is open
- keep an attendance record for each enrolled student
- have an absence notification process
- use an approved electronic attendance register and Ministry-approved attendance codes to record attendance.

Parents and legal guardians are required to:

- enrol their child at a registered school when they turn 6 years old
- make sure their child (including enrolled 5-year-olds) attends school every day the school is open until they are at least 16 years old.

Relevant guidelines:

[Education and Training Act 2020 \(s35\)](#)

[Education and Training Act 2020 No 38 \(as at 01 July 2025\), Public Act 36 Students of registered schools required to attend whenever schools are open – New Zealand Legislation](#)

Failure to do so can result in the school or the Ministry taking legal action, including prosecution under Sections 243 and 244 of the Education and Training Act 2020.

[Education and Training Act 2020 \(s243\)](#)

[Education and Training Act 2020 \(s244\)](#)

Under the Education and Training Act 2020 (48) the Board may appoint an Attendance Officer who has authority to follow up absences with students and their parents/caregivers.

[Education and Training Act \(s 48\)](#)

[Attendance: Getting Back to School – Guide for parents](#)

[Attendance: Getting Back to School - Guide for teachers](#)

Attendance Management Procedures

Parents and Caregivers

The caregiver has a responsibility to ensure that their child is at school on time and that if their child is late or absent, the Attendance Officer is notified with an explanation either by emailing absences@ni.school.nz or by calling 09 4811400. The Attendance Officer will code students' attendance accordingly.

Students

Our school day starts at 8:45am and we expect students to be in class by 8.45am and ready for the roll. Students who are late to school must sign in at Student Services. Students should not go to class until they have signed in.

Students who have appointments must sign in when they arrive at school and be signed out by a parent or caregiver if leaving school early for an appointment.

Attendance Officer

The Attendance Officer will notify caregivers via text if their child is late. Students who are consistently late will receive a late attendance letter (3 or more days in a week or a concerning pattern of lateness).

The Attendance Officer will text caregivers of students who have been coded absent at the morning roll to clarify reasons for absence. Responses from caregivers that might require additional attention or support is passed on to a member of the Senior Leadership Team or Counsellor as appropriate. Students who are consistently absent will receive an attendance letter (as per STAR thresholds).

Each term, the Attendance Officer will provide teachers and the Senior Leadership Team with year level and school wide STAR attendance data. Attendance data and students of concern will be reviewed weekly by the Principal Team.

The School Management System (eTap) will identify students who have had more than 5 days of absence in a term. These students are referred to a member of the Senior Leadership Team in the first instance.

Teaching Staff

Attendance data is also regularly shared with teachers. Teachers are expected to engage with their students and parents/caregivers to improve attendance, and pass on any issues to a member of the Senior Leadership Team.

A Deputy Principal will discuss relevant attendance cases at interagency meetings or with Attendance Service providers.

Students' attendance is available to parents and caregivers weekly via the school app.

Attendance is monitored daily. Teachers are expected to complete morning attendance rolls by 8.50am and afternoon rolls by 1.35pm. The Ministry of Education uploads attendance data daily.

Unjustified Absences

Stepped Attendance Response

The Attendance Officer highlights with a member of the Senior Leadership Team any student that displays worrying absence patterns of 5 and up to 10 days of unjustified absences across the term, or those with long-term medical issues. This attendance rate is considered worrying and these students are sent Attendance Letter 1. Caregivers are invited to meet with a member of the Senior Leadership Team to work out a plan for regular attendance.

If a student has from 10 and up to 15 days of unjustified absence across the term, this is considered to be concerning, and these students are sent Attendance Letter 2. A member of the Senior Leadership Team will organise a meeting with caregivers, who are required to work with the school to manage attendance concerns. Family and the school are required to analyse reasons for the absences and develop and implement a support plan tailored to those reasons and where possible to use school resources to remove barriers. External agency support may be required.

If a student has more than 15 days of unjustified absence across the term, this is considered to be very concerning and these students are sent Attendance Letter 3. Letter 3 is delivered by the Police. There will also be a referral to the Attendance Service contracted to support student attendance in our region. A Deputy Principal will continue to work with families on the support plan. An external agency referral is likely to be made. Agencies that support students and their families can include (but is not limited to) Police Youth Aid, Attendance Services, KYDT (Kaipātiki Youth Development Trust), Public Health Nurse, Marinoto Youth Mental Health, Northern Health Schools, the Ministry of Education, or Oranga Tamariki.

STAR

THRESHOLDS	ACTIONS	WHO?
Up to 5 days	School and parents encourage good attendance habits.	All staff Attendance Officer
Up to 10 days	Highlight any students that display worrying absence patterns of 5 and up to 10 days of unjustified absences across the term. Caregivers are sent Attendance Letter 1. Caregivers invited to meet with a Senior Leader.	Attendance Officer Senior Leaders
Up to 15 days	This is considered concerning, and these students are sent Attendance Letter 2. A Senior Leader will organise a meeting with caregivers, who are required to work with the school to manage attendance concerns. Develop and implement a support plan. Refer to Attendance Service. External agency support may be required.	Attendance Officer Senior Leaders
15 days or more	This is considered to be very concerning and these students are sent Attendance Letter 3. This letter is delivered by the Police. A Deputy Principal will continue to work with families on the support plan. External agency support will be implemented.	Attendance Officer Deputy Principal

Monitoring and measuring progress

Attendance data is monitored daily and is available to families daily.
The Attendance Management Plan is reviewed on an annual basis.
An attendance report is presented to the Board each term and annually.

Other Documents

[Student attendance guide - Ministry of Education](#)

[Stepped Attendance Response – STAR](#)

[Daily attendance reporting - Ministry of Education](#)

[School Attendance: - Quick Reference Guide](#)

[School Attendance Codes](#)