



CENTRAL AUCKLAND SPECIALIST SCHOOL

Tāmaki Makaurau Te Kura Motuhake

ATTENDANCE PLAN 2026

SCHOOL GOAL:

70 % of students ATTEND REGULARLY by term 4 2026 – currently at 62%

DAY TO DAY ATTENDANCE

- Contact families /Whanau if we have not received notification from them by 10am via text / call to determine why their child is absent. A family that does not make contact by 12pm will be contacted by the teacher.
- Deans will track daily trends, weekly attendance and MOE attendance expectations of students.
- The Deputy principal (Attendance Officer) will be alerted by the Deans or admin if a student is absent more than 5 days in a term, or if a family has not been in contact with the school for 3 days, In such cases the Dean will contact the parents / whanau.

REGULAR ATTENDANCE ABSENT 1-5 DAYS A TERM	MODERATE ATTENDANCE ABSENT 6-10 DAYS A TERM
<p>WHANAU RESPONSIBILITY:</p> <ul style="list-style-type: none">• Contact the school to report and explain the absence <p>SCHOOL RESPONSIBILITY:</p> <ul style="list-style-type: none">• Contact the family by message / phone if we have not been notified of the reason for the students absence• Regularly discuss attendance with the school community, include a section in the school newsletter <p>BOARD RESPONSIBILITY:</p> <ul style="list-style-type: none">• Monitor school use of teacher only days and ensure the school is keeping to the MOE allowances• Track attendance trends in the Principal's Report to the Board• Support the school to improve attendance outcomes	<p>WHANAU RESPONSIBILITY:</p> <ul style="list-style-type: none">• Return student to regular attendance• Contact school each day to report and explain absence• Contact the school if support is needed <p>SCHOOL RESPONSIBILITY:</p> <ul style="list-style-type: none">• Deputy Principal (Attendance officer) will monitor student attendance and communicate with the Deans and Principal at a weekly meeting• The Dean will contact a family if a trend is present without a justified explanation. This will be followed up with a formal e mail.• Support family / whanau and student to re-engage with school

IRREGULAR ATTENDANCE ABSENT 11-15 DAYS A TERM	CHRONIC ATTENDANCE ABSENT 15 OR MORE DAYS A TERM
<p>WHANAU RESPONSIBILITY:</p> <ul style="list-style-type: none"> • Return student to school and support them to reach the regular attendance expectation (less than 5 days a term) • Meet with the Dean and Deputy Principal to discuss reasons for ongoing absences and together create a support plan • Implement support plan strategies at home <p>SCHOOL RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Send a formal letter to parents regarding concerns around attendance • Escalate a referral to attendance services to meet with parents to develop a support plan • Use in school resources to support the family and remove barriers to attendance <p>MINISTRY OF EDUCATION RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Facilitate agency response and support the school to improve student attendance • Support the school to access appropriate resources <div data-bbox="96 1365 800 1882" style="background-color: #669933; color: white; padding: 10px;"> <p>90% ATTENDANCE AVERAGE 4 DAYS ABSENT A TERM (19 DAYS A YEAR)</p> <p>80% ATTENDANCE AVERAGE 9 DAYS A TERM (39 DAYS A YEAR) 2 WEEKS AWAY A TERM</p> <p>70% ATTENDANCE AVERAGE 14 DAYS ABSENT A TERM (59 DAYS A YEAR) 3 WEEKS AWAY A TERM</p> <p>60% ATTENDANCE AVERAGE 19 DAYS ABSENT A TERM (77 DAYS A YEAR - 4 WEEKS AWAY A TERM)</p> </div>	<p>WHANAU RESPONSIBILITY:</p> <ul style="list-style-type: none"> • Return student to school and support them to reach the regular attendance expectation. • Meet with the school to discuss reasons for absence and work together to create a support plan. • Meet regularly with the Principal to discuss support plan and attendance requirements. <p>SCHOOL REONSIBILITY:</p> <ul style="list-style-type: none"> • Send warning letter to parents • Escalated attendance for multi – agency response • Implement and monitor individual attendance improvement plan • Use in-school resources to support the family and remove barriers • Engage with the attendance services to develop a multi-agency response • Communicate with Ministry of Education regarding prosecution when appropriate • Unenroll students who have not returned to school after 21 days without a justified explanation <p>MINISTRY OF EDUCATION RESPONSIBILITY:</p> <ul style="list-style-type: none"> • Facilitate agency response and support the school to improve student attendance • Support the school to find and access resources • Provide direct support to parents • Co-ordinate regional response when required



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ATTENDANCE INITIATIVES

ATTENDANCE REPORTING TO THE BOARD

- The Principal will report on monthly attendance to the board in the principal's report for each board meeting
- The board will engage in identifying trends and support the school in implementing the attendance plan

STAFF AWARENESS AND ENGAGEMENT

- The staff will have attendance data shared with them throughout each term, including the attendance matters report and internal tracking information
- Teachers may be included in family meetings regarding attendance where and if necessary
- At all times teachers will be informed when an attendance meeting or communication has been made with regards to attendance

100% ATTENDANCE INITIATIVE

- Students attending school 100% will be tracked and each term an attendance certificate will be issued to the student
- Students would be acknowledged in the attendance section of the school newsletter
- A trophy is awarded at the end of each year – 1 per syndicate at the end of year prizegiving

SUPPORTING DOCUMENTS AND SYSTEMS

- 100% attendance tracking doc
- 100% attendance certificate
- Student attendance policy in School Docs
- Recording Attendance policy in School Docs
- eTAP (Student Management System)