



# 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><b>WHANAU RESPONSIBILITY:</b></p> <ul style="list-style-type: none"><li>• Contact the school to report and explain the absence</li></ul> <p><b>SCHOOL RESPONSIBILITY:</b></p> <ul style="list-style-type: none"><li>• Contact the family by message / phone if we have not been notified of the reason for the students absence</li><li>• Regularly discuss attendance with the school community, include a section in the school newsletter</li></ul> <p><b>BOARD RESPONSIBILITY:</b></p> <ul style="list-style-type: none"><li>• Monitor school use of teacher only days and ensure the school is keeping to the MOE allowances</li><li>• Track attendance trends in the Principal's Report to the Board</li><li>• Support the school to improve attendance outcomes</li></ul>	<p><b>WHANAU RESPONSIBILITY:</b></p> <ul style="list-style-type: none"><li>• Return student to regular attendance</li><li>• Contact school each day to report and explain absence</li><li>• Contact the school if support is needed</li></ul> <p><b>SCHOOL RESPONSIBILITY:</b></p> <ul style="list-style-type: none"><li>• Deputy Principal ( Attendance officer) will monitor student attendance and communicate with the Deans and Principal at a weekly meeting</li><li>• 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.</li><li>• Support family / whanau and student to re-engage with school</li></ul>

## IRREGULAR ATTENDANCE ABSENT 11-15 DAYS A TERM

### WHANAU RESPONSIBILITY:

- 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

### SCHOOL RESPONSIBILITIES:

- 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

### MINISTRY OF EDUCATION RESPONSIBILITIES:

- Facilitate agency response and support the school to improve student attendance
- Support the school to access appropriate resources

**90% ATTENDANCE**  
AVERAGE 4 DAYS ABSENT A TERM (19 DAYS A YEAR)

**80% ATTENDANCE**  
AVERAGE 9 DAYS A TERM (39 DAYS A YEAR)  
2 WEEKS AWAY A TERM

**70% ATTENDANCE**  
AVERAGE 14 DAYS ABSENT A TERM (59 DAYS A YEAR)  
3 WEEKS AWAY A TERM

**60% ATTENDANCE**  
AVERAGE 19 DAYS ABSENT A TERM (77 DAYS A YEAR  
- 4 WEEKS AWAY A TERM)

## CHRONIC ATTENDANCE ABSENT 15 OR MORE DAYS A TERM

### WHANAU RESPONSIBILITY:

- 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.

### SCHOOL RESPONSIBILITY:

- 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

### MINISTRY OF EDUCATION RESPONSIBILITY:

- 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)