



Kowhai Intermediate School

New Zealand's first intermediate school established 1922

Mā te Huru huri, ka rere te Manu ~ Fly further together

Kōwhai Intermediate – Attendance Management Plan

Effective from: Term 3, 2025

Review cycle: Annual or upon regulatory updates

Published on: <https://www.kowhai.school.nz/>

1. Purpose

This Attendance Management Plan sets out Kōwhai Intermediate's approach to identifying and responding to student absences. The plan supports improved engagement, equity, and wellbeing for all students, and aligns with the Ministry of Education's Stepped Attendance Response (STAR).

2. Roles and Responsibilities

Role	Responsibilities
Attendance Officer	Monitor eTAP daily, follow up on unexplained absences, communicate with caregivers, maintain accurate records, liaise with teaching staff, and coordinate referrals to ACES in consultation with the SENCO and Principal
Classroom Teachers	Accurately mark rolls on eTAP (by 9AM and 1:30PM), report concerns, keep caregiver notes, respond to attendance snapshots

Principal / Associate Principal Approve extended leave, manage serious attendance concerns, oversee referrals to ACES initiated by the Attendance Officer

Caregivers Notify school of absences via phone, app, website or email

Office Staff Enter relievers' rolls, print and file reports, manage morning and afternoon checklists

3. Attendance Monitoring Process

Daily Monitoring (AM & PM):

- Teachers mark attendance in eTAP by **9:00am** and again in the **afternoon by 1:30pm**.
 - Late arrivals sign in via Vistab (auto-synced to eTAP). A subgroup in eTAP automatically populates from Vistab with students who have signed in late. Caregivers of these students receive an text notification about their child's late arrival
 - Attendance Officer checks 'Status Today' and unexplained absences.
 - Text sent to caregivers for any unexplained absences:
"Notification that ~PUPILNAME is marked absent without explanation today. Please contact the school as soon as possible to inform us of the reasons for ~PUPILNAME's absence. Regards, Kōwhai Intermediate School."
 - Follow-up **phone call** if no response within a reasonable time.
 - If still no response, an **email** is sent.
 - All communications and codes are recorded in eTAP.
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4. Stepped Response to Absence (STAR-Aligned)

Level	Threshold	Action
Tier 1	0–4 days absent per term	Monitor; no action if justified
Tier 2	5–9 days absent	Teacher checks in with student; Attendance Officer emails caregiver
Tier 3	10–14 days absent	Attendance snapshot shared with teachers; Principal / AP notified; phone call to caregiver
Tier 4	15+ days or patterns of concern	Formal letter sent; referral to ACES; support meeting with whānau and SLT
Chronic absence	Ongoing poor attendance across terms	Individualised attendance plan; external support agencies engaged

5. Responding to Specific Absence Types

P – Present

L – Late to class

A – Alternative provision

V – Unsupervised exam study

N – Present but out of class

Q – Board-approved off site learning

D – Approved external appointment

X – Exam leave

J – Explained and approved

M – Illness / Medical absence

U – Stood down or suspended

T – Truant

E – Explained but not approved

G – Holiday during term time

? – Unknown reason (temporary)

After **3 days of sickness**, a **medical certificate** or further explanation is requested.

6. Communication with Whānau

- Whānau can notify the school via:
 - School app or website form:
<https://www.kowhai.school.nz/forms/1-report-a-student-absence/submission/new>
 - Phone (voicemail)
 - Email: absentees@Kowhai.school.nz
 - Caregivers are contacted via:
 - Text (automated via eTAP)
 - Follow-up call
 - Email (if no response)
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7. Review and Publication

- This plan will be reviewed annually by SLT and the board, or earlier if required by changes to Ministry regulations.
- The plan will be published on the school website by Term 3, 2025.