



# SAINT MARY MACKILLOP CATHOLIC SCHOOL

“Together we grow Christ centered children who are ready for the next step“

## Attendance Management Plan

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### St Mary MacKillop School Attendance Statement:

At **St Mary MacKillop School**, we believe that every child is created in the image of God and deserves the opportunity to learn, grow, and flourish. Regular attendance is an essential part of this journey. When our tamariki are present and engaged, they are able to achieve their God-given potential — academically, socially, and spiritually.

All students in Aotearoa are legally required to attend school every day when they are well, and schools are also required to have an **Attendance Management Plan** to support this expectation. Our plan has been shaped by the attendance data gathered over 2024–2025 and responds to the patterns and needs identified within our community.

This plan aligns with the Government’s goal that **80% of students are present for more than 90% of the time**. Attendance matters — if a student misses just one day every two weeks, they will have missed more than a full year of learning by the time they reach Year 10, a key stage in their educational journey.

Together, as **whānau, school, and parish**, we can nurture strong attendance habits that reflect our shared belief in perseverance, commitment, and the dignity of every learner. Inspired by the words of **St Mary of the Cross MacKillop**, “*Never see a need without doing something about it,*” we work together to ensure every child is supported to engage, achieve, and thrive.

### Context- analysis of 2024-2025 attendance data:

Term 1 2024:60 %	Term 1 2025: 61 %
Term 2 2024:49 %	Term 2 2025: 58 %
Term 3 2024:48%	Term 3 2025: 50 %
Term 4 2023: 40 % Term 4 2024: 46%	???

**Annual attendance:** Annual attendance follows a regular pattern of having good attendance in Term 1, falling during Term 2, falling further or stabilising in Term 3 and then increasing at the start of Term 4. This decrease in attendance in Terms 2 and 3 reflects the increase in illness throughout the winter months. There is also an increase in student absence during all terms due to families taking holidays during term time.

**Monday/Friday absence:** Friday is the least attended day at St MMK , with around 15% of students absent. Monday follows closely, with just under 13% of students away. (Term 3, 2025 data).

At St MMK School, we follow the procedures below to support and manage student attendance. These have been developed in response to:

- Our attendance data over the past two years
- Ministry of Education: *Every Day Matters* reporting
- Stepped Attendance Response (STAR) guidance
- Schoolwide attendance self-review using the Ministry of Education Reference Guide

1. Every day a child is away, by 9:15 am, parents are expected to notify the school and provide a clear reason for absence. Saying a child is “not at school today” will not be accepted as an explanation and will be recorded as truant.

Notifying the school can be done by:

- Using the attendance button on our website [www.marymackillop.school.nz](http://www.marymackillop.school.nz)
- Calling 09 2571435
- Emailing [office@marymackillop.school.nz](mailto:office@marymackillop.school.nz)

Families will receive a Text alerting them to their child's absence.

Parents/caregivers  
Office staff

2. Every day, classroom roles are marked on eTap by 9:15 am and 2:00 pm. Non-school staff use paper rolls and send these to the office. The office then records the paper roll on eTap. For every student away, the teacher uses the ? code. Only office staff can use other codes- this is to ensure accuracy and consistency.

Teachers  
Office staff

3. The school monitors daily attendance by checking on any students with a ?. Using parent/caregiver notifications, the correct code is recorded. By 9:20 am, any ? codes still in place are followed up by an eTap absence text.

If this is not responded to, a follow-up call from the school cell may be made. If no explanation message is received, a T (truant) code will be recorded until a parent notification is received to say otherwise. Please refer to the tables in Figure A Attendance Codes and Explanations for further detail.

Office staff, supported by the principal and the deputy principal.

### Monitoring absence

### Unjustified

If a student is absent for more than 5 continuous unjustified days in a term, the school will consider carrying out an intervention following the STAR plan:

- Send a formal notification and contact the parent/guardian to discuss the reasons for the absences
- Support students to catch up on missed learning where required
- Use in-school resources as appropriate to remove barriers, e.g. provide food, or counselling with school staff, address support strategies for parents and teachers for school refusal.

Teachers to notify the office of 5 days of continuous unjustified days. To ensure follow up phone calls are made from the office.

If unjustified absence continues for 10 continuous days in a term, the school will:

- Send escalated formal notification to parents

- Hold a meeting to diagnose the reason for absence and to collaborate on a support plan
- Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence
- Use in-school resources as appropriate to remove barriers and request support from the Ministry or other agencies as needed

If unjustified absence exceeds 15 days in Total a term:

- Send a warning notice and make contact to arrange a meeting with parents/caregivers
- Escalate to multi-agency response

### **Justified absence**

Where justified absence is longer than five consecutive days for illness, the school will request a doctor's certificate.

Where justified absence from school is more than 10 intermittent days over two terms, the school will notify the parent/caregiver and request a conversation about how best to support wellbeing and attendance.

### **Attendance Policy and Communications**

Once a term, parents and caregivers are reported about their child's attendance for the year so far, using the eTap attendance letters.

Reporting to the Board: The "Everyday Matters" report is made available to the board each term, and each month, an attendance update is noted in the principal's report to the board.

Leadership team: Intervention actions are decided upon receipt of eTap notifications. Intervention actions are initiated to support chronic absence if required. Clear attendance expectations are made for students involved in school-level interventions.

Attendance policy: Parents and caregivers have ongoing access to the school-wide attendance policies on School Docs. They're invited to provide feedback about these policies as part of the Board review process.

Parent/caregiver communications Information about school wide expectations, procedures, data and reminders about attendance is frequently communicated to parents/caregivers/whānau through:

- The school newsletter
- The whānau handbook- updated yearly and given to parents upon enrolment
- Parent-teacher interviews
- This attendance management plan is posted on our website.

### **School procedures to promote further discussion and monitoring and celebrating:**

## **Termly Attendance & Engagement Plan – Week 5 Check-in**

### **Mid-Term (Week 5) Actions- by Teachers**

- Conduct attendance check-in – monitor trends and identify early patterns in lateness or partial absences.
- Referrals: Submit details of any chronic absentees to the attendance lead for early intervention.
- **Parent Communication:**

- Email parents twice this term with attendance reminders and encouragement.
- Reinforce the connection between attendance, wellbeing, and learning success within our Catholic context – *“Every day at school is a blessing and a chance to grow in faith and knowledge.”*
- **Newsletter: Continue regular attendance updates in the school newsletter as a standing item.**
- **Certificates: Celebrate 100% attendance at the end of Term with certificates.**
  - Ensure pizza reward is organised in advance for the celebration.
- **Rainbows End Trip: Each**
  - Confirm planning and eligibility criteria for the end-of-term Rainbows End reward day.
  - Ensure all communication and permission processes are completed in Week 8–9.

### **End-of-Term Review:**

- Report on attendance data and improvement patterns.
- Highlight successful strategies and note students who maintained full attendance.
- Acknowledge staff efforts and whānau engagement contributing to improved consistency.

#### Attendance management procedures

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You will be required to include

- How you set and reinforce attendance expectations with families and students
- Your process for recording attendance (timing and storage)
- Steps for following up on unexplained absences
- Monitoring practices, including:
  - Identifying barriers and patterns of concern
- how you use thresholds of the number of days a student is absent in a term to identify concerning absence or patterns of absence that require a response.
  - Regulations are expected to set out specific thresholds you will be required to have in your Plan. *You are encouraged to use the thresholds set out in the Stepped Attendance Response (STAR)*
  - escalation pathways if more support is required.
  - when and how you might involve other agencies like the Attendance Service or any interagency forums.

*You are encouraged to include*

- *how you support students returning to school, including:*
  - *strategies or actions to support loss of learning*
  - *strategies or actions to reintegrate the student into the wider school environment and friendships*
  - *how you might support the student to join in school-based activities*
  - *how you will continue to keep the parent informed about progress the student is making to reintegrate back into school*

You will be required to include

- how you will review and adjust your procedures, policy or Plan (both scheduling reviews and in response to changes).

*You are encouraged to include*

- *how you monitor that procedures are being followed.*
- *how you monitor the effectiveness of responses to absences.*
- *how school leadership reports to and gives assurance to the Board.*