



Dargaville Intermediate School - Attendance Management Plan

Effective from: Term 3, 2025

Review Cycle: Annual or upon regulatory updates

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

1. Purpose

This Attendance Management Plan sets out Dargaville 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). We recognise the importance of regular attendance to support student welfare and help students achieve their educational potential.

As required by the Education and Training Act 2020 (s35), students between six and sixteen years old must be enrolled at school.

Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and the Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at Dargaville Intermediate attend school when it is open (Education and Training Act, s36)

Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s244)

2. Roles and Responsibilities

Role	Responsibilities
Attendance Officer	Monitor HERO daily, follow up on unexplained absences, communicate with caregivers, maintain accurate records, liaise with teaching staff, and coordinate referrals to the Attendance Service in consultation with the principal.
Classroom Teachers	Accurately mark rolls on HERO (by 9AM and 1:30PM), report concerns, keep caregiver notes, respond to attendance snapshots.
Principal	Approve extended leave. Under the Education and Training Act 2020 (s45), the principal may allow a student to be absent from school for up to five days if there a justified reason for absence (e.g. due to illness, a funeral or tangihanga, or other approved reason at the discretion of the school.), manage serious attendance concerns, oversee referrals to the Attendance Service initiated by the Attendance Officer.
Caregivers	Notify school of absences via phone, text, app, website or email
Office Staff	Enter reliever's rolls, print and file reports, manage morning and afternoon checklists.

3. Attendance Monitoring Process

Daily Monitoring (AM & PM):

- * Teachers mark attendance in HERO by **9.00am** and again in the afternoon by **1.30pm**.
- * Late arrivals must sign in at the office.
- * Attendance officer checks HERO and unexplained absences.
- * Attendance officer calls any carers of students with unexplained absences.
- * If there is no answer, a voice message is left asking the caregivers to contact the school to explain why their student is absent.
- * A text is sent through HERO if a caregiver does not answer the phone.
- * If still no response, an **email** is sent.
- * All communications and codes are recorded in HERO.

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 data shared with teachers; Principal notified; phone call to parents.
Tier 4	15+ days or patterns of concern	Formal letter sent; referral to Attendance Service; support meeting with whanau 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

M – Illness/Medical absence

D – Approved external appointment

G – Holiday during term time

Q – Board approved offsite learning

J – Explained & approved

E – Explained but not approved

T – Truant

N – Present but out of class

? – Unknown reason

A – Alternate provision

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.dargavilleintermediate.school.nz>
- Phone (voicemail)
- Text
- Email

* Caregivers are contacted via:

- Text (automated via HERO)
- Follow-up call
- Email (if no response)

* **Lateness Follow-Up:**

When a student is late six or more times in a term, the school will send a formal email to caregivers outlining the pattern of lateness, its impact on learning, and expectations for improvement.

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 4, 2025.