



Attendance Management Plan - Kerikeri High School

This Attendance Management Plan sets out Kerikeri High School's approach to identifying and responding to students' absences. Kerikeri High School has procedures to record and monitor attendance and to identify attendance patterns of concern. Attendance expectations and patterns of concern are discussed with students and their families. Plans are put in place to support students with worrying and concerning patterns of attendance. Regular school attendance is strongly linked to academic success. Missing school, even for a few days, can negatively impact a student's ability to keep up with coursework, understand concepts, and perform well on assessments. Consistent attendance builds a solid foundation for learning, fosters social and emotional development, and provides opportunities for meaningful teacher-student interactions. The Ministry of Education considers that students should attend regularly. Regular attendance is considered to be present at school for 90% of the time. The Government has a target of 80% of the students being present 90% of the time by 2030.

Board responsibilities

The Board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

The Board will comply with the provisions in the legislation in relation to student attendance by:

- having a commitment to support students return to regular attendance.
- having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify student's attendance level.
- recording all absences and responding accordingly.
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance.
- publishing this Attendance Management Plan on the school's website.

Principal responsibilities

The Principal or Delegated Deputy Principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support attendance.
- ensuring that student absence is investigated, responded to, and actions taken are recorded aligned with the thresholds.
- ensuring all students, whānau and staff understand the processes and procedures that support student attendance.
- reporting to the Board on trends, barriers to attendance and interventions being used to support student attendance.

Procedures/supporting documentation

- The Principal will appoint staff and delegate duties, to manage the recording of electronic student attendance register and follow up procedure for non-attending students.
- Non-teaching staff with duties associated with our attendance system will assist teachers to maintain accurate up-to-date attendance information.
- Classroom teachers are responsible for recording student attendance in their class each period.
- At Kerikeri High School we assess attendance history of new students during the enrolment process. We use our enrolment process, newsletters, and three weekly reports to communicate and to set expectations and provide guidance to parents.
- We minimise disruptions to the school day and week, as much as possible, while promoting a balanced education. We insist on 80% attendance to participate in any co and extra-curricular activities.
- We develop support plans and try to remedy barriers to attendance through meetings with parents/caregivers.
- We involve other services where appropriate.
- We document student attendance for parents on our three-weekly reports. Parents are able to check attendance through FACTS.
- We escalate attendance concerns as needed from the Form Teacher to the Year Level Dean and then the Deputy Principal.
- Form Teachers, Year Level Deans and Attendance Officer will follow up on daily absences.

Stepped Attendance Response – STAR



Responding to all absence

The Government's target is for **80% of students to attend regularly**, that is to attend school more than 90% of the time



Regular attendance helps students stay on track academically, take part in co/extracurricular activities, and build strong relationships with peers and staff. Missing even one day can disrupt learning.

To support this kaupapa, we are working together to set high expectations: students arriving on time, every day and ready to learn with the right equipment. We have reviewed our attendance systems to make sure communication between home and school is open and supportive.

Legal Requirements for School Attendance

Schools are required to:

- enrol eligible students
- take all reasonable steps to make sure students attend when the school is open
- keep an attendance record for each enrolled student
- have an absence notification process
- use an approved electronic attendance register and Ministry-approved attendance codes to record attendance.

Parents and legal guardians are required to:

[Education and Training Act 2020 No 38 \(as at 19 November 2025\), Public Act Contents – New Zealand Legislation](#)

[Education and Training Amendment Act 2025 No 65, Public Act Contents – New Zealand Legislation](#)

- enrol their child at a registered school when they turn 6 years old.
- make sure their child (including enrolled 5-year-olds) attends school every day the school is open until they are at least 16 years old.

Under the Education and Training Act 2020 (48) the Board may appoint an Attendance Officer who has authority to follow up absences with students and their parents/caregivers.

[Attendance: Getting Back to School – Guide for secondary school teachers](#)

Students

[Student attendance guide - Ministry of Education](#)

Students are expected to be at school and in their Form Class at 8:35am. Students who arrive after 8:55am must sign in at Te Puna Waiora. Students will not be admitted to class if they do not have a late slip.

Students who have approved appointments as per justified absence information must sign in when they arrive at school and sign out if leaving school early.

Students must have parent/caregiver permission to sign out. Te Puna Waiora Reception staff will ask to see written permission and at times they will ring home for confirmation.

Our Attendance Support Structure

In line with the STAR Plan, we have put the following steps in place for absences within a school term:

[STAR framework support.pdf](#)

[Updated Stepped Attendance Response - STAR.pdf](#)

- **0-5 days absent:**

You will receive notification via text, phone call and/or email if your child is not marked present between 8:35am and 10:55am.

You will receive a **Progress Report every three weeks**. This will show attendance, lateness to class, achievement, engagement, and effort in class. Please take time to review this and reach out to the Subject Teacher if you have any concerns.

You can monitor your child's attendance through your FACTS Caregiver login.

- **0-5 days absent:**

You will receive an **email** from your child's Form Teacher. Please take time to explain the absence so that attendance records can be updated.

- **5-10 days absent:**

You will receive a letter from the **Year Level Dean**. They will work with you to create a **Whānau Action Plan** until regular attendance is restored.

- **15 days absent:**

You will receive a letter from the Year Level Deputy Principal. You will be invited to meet with the Year Level Dean or the Year Level Deputy Principal to discuss the situation.

- **15 days or more absent:**

You will receive a formal letter from the Year Level Deputy Principal. If attendance does not improve, a referral will be made to **Attendance Services**, and the student(s) will be removed from our roll. Attendance Services will work with student(s) and whānau to re-engage with school.

Reporting an Absence

If your child is going to be away, please let us know **as soon as possible** to avoid an unexplained absence. You can:

- Phone the school 09 407 8916
- Send an email attendance@kerikerihigh.ac.nz
- Message us via the school app
- FACTS Parent/Caregiver Signin

We understand that there are genuine reasons for absence, and we appreciate your communication. When reporting an absence, please include the reason so we can record it accurately.

[Daily attendance reporting - Ministry of Education](#)

[Every-Day-Matters-Attendance-Resource WEB.pdf](#)

Attendance Codes

At Kerikeri High School, we will use the approved attendance codes to ensure that our attendance data is in line with Ministry of Education requirements.

[1 April 2025 Attendance code tree.pdf](#)

[Attendance Guidance 2026 v02.pdf](#)

[Attendance Codes FAQ June 2025.pdf](#)

Co and Extra-curricular

To participate and represent the School on trips, sports, or cultural events, students are required to attend School regularly, demonstrate our WAKA values, and have a great learning attitude.

- Maintain **over 80% attendance** (over **90%** is preferred)

To represent the School in co-curricular activities, the Year 13 Graduation Dinner, the School Ball etc. and privileges such as Study periods or town lunch (Year 13), students are required to attend school regularly, demonstrate our WAKA values, and have a great learning attitude. Year Level Deans will monitor attendance and will have regular check-ins with students and whānau.

- Maintain **over 80% attendance** (over **90%** is preferred)

If a student's attendance affects eligibility to participate in co, and extra-curricular activities, appeals can be made to the Year Level Deputy Principal. Our aim is to ensure participation in co, and extra-curricular activities helps motivate regular attendance, so we will work with our students and whānau to make a plan; for instance, an agreement that while attendance improves, then participation is allowed.

Sports Event Sign-Up

Students need 80% attendance or higher to be eligible for sports events. There will be regular reminders during Form time and Assemblies.

Sports Department checks attendance:

- Check attendance spreadsheet or FACTS for all students who sign up.

Attendance:

0% – 70% attendance

- Sports Department will remove students from the list straight away.

71% – 80% attendance

- These names go to the Year Level Deans at least two weeks before the event.
- The Year Level Deans will notify students of the outcome.



Attendance Codes

P - Present

Your child is in class learning as normal.

L – Late to class

Your child arrived after the roll has been marked.

N – Present but not in class

Your child is at school but not in their usual class.

Examples: In Te Puna Waiora, with Dean, in Wellbeing, taking part in an on-site activity.

V – Unsupervised study leave

Your child is at school in exams or exam study leave.

Q – Board approved off-site learning

Your child is learning somewhere else with Board of Trustees approval.

Examples: Work experience, School camps, cultural trips, sport trips.

A – Alternative Education

Your child is attending a Ministry approved alternative programme and is dual enrolled with Kerikeri High School.

Examples: Northern Health School, Alternative Education.

D - Approved external appointment

Your child is offsite for an appointment.

Examples: Doctor, Dentist, Counselling, Specialist, Court proceedings.

M - Medical

Your child is sick and you have informed the school. After 3 days continuous M, you will be required to provide a Medical Certificate. After 20 days of continuous absence, the student will be removed from the roll and referred to Attendance Services in accordance with Ministry of Education regulations.

J - Justified

Your child is away from school for Principal approved reasons. This code will not be used for more than 5 days.

Examples: Bereavement, Representing the school/region/nation in a significant sporting or cultural event.

U – Stood Down or Suspended

Your child is legally required to be away from school due to a formal stand-down or suspension.

X – Exam Leave

Your child is at home studying for exams.

T - Truant

Your child was absent without your permission, or you have not informed the school with a reason your child was absent. After 20 days of continuous absence, the student will be removed from the roll and referred to Attendance Services in accordance with Ministry of Education regulations.

E – Explained but not Justified

You as a parent have provided a reason, but it does not meet school policy for a Justified absence. Examples: staying at home to look after a sibling, did not want to attend, tired, going away for a long weekend, awaiting enrolment confirmation with Te Kura or Northern Health School, awaiting Early Exemption approval.

After 20 days of continuous absence, the student may be removed from the roll and referred to Attendance Services in accordance with Ministry of Education regulations.

G – Holiday during term time

Your family have taken a holiday when the school is open. After 20 days of continuous absence, the student will be removed from the roll and referred to Attendance Services in accordance with Ministry of Education regulations.

? – Unknown

This is a temporary Code, as the school has not received an explanation yet. Once you get in touch with the school, it will be updated to the correct code.