



St Brigid's School Attendance Management Plan

Effective date:	<i>January 2026</i>	Review date:	<i>January 2027</i>
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St Brigid's School Policies are found on School Docs- <https://www.schooldocs.co.nz/>

Overarching attendance objectives and strategic priorities

Ensure all students have their attendance accurately recorded using Ministry of Education codes.

Improve regular attendance from 2025 data.

Data from Everyday Matters show that during 2025 attendance rates were:

Term One - 63% attendance, Term Two - 58 % attendance, Term Three- 46%attendance, Term Four- 54% Attendance

Our Target for 2026 is to increase attendance rates to 60% attendance.

Attendance management procedures

St Brigid's School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with students and their parents/caregivers, and staff are responsible for reminding students of these expectations.

Recording attendance

We record attendance accurately to ensure all students are accounted for, including for emergency situations. The school provides attendance data to the Ministry of Education each day, as required by the Education and Training Act 2020 and Education (School Attendance) Regulations 2024. We monitor absence patterns using our student management system and notify parents/caregivers of any concerns.

Classroom teachers, and office staff work together to ensure attendance is recorded correctly. Relievers provide attendance information directly to the school office. We record students as present or absent using Ministry of Education attendance codes.

Monitoring attendance

The school office receives attendance information from teachers and any changes are recorded in our Nuts and Bolts journal as well as our school management system Hero. The office manager is responsible for checking and updating attendance information (e.g. due to students arriving late or going home early and following up any absences). The Principal monitors changes or trends in student attendance, and coordinates with relevant staff as needed. Staff are encouraged to report any attendance concerns to the principal.

The Ministry of Education collects attendance data from the school, including:

- the proportion of students who attend regularly
- students with five or more full days of unjustified absence in a term
- absences remaining unexplained at the end of each week.

Parents/Caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent. A reason for absence must be provided no later than the end of the school week. St Brigid's will contact parents/caregivers directly if no explanation is provided for student absence.

Under the Education and Training Act 2020 (s 45), the principal may allow a student to be absent from school for up to five days if there is a justified reason for absence (e.g. due to illness, a funeral or tangihanga, or other approved reason at the discretion of the school). For planned absences, requests must be made to the principal at least one week before the planned event.

The principal has discretion to approve or deny requests, based on criteria including:

- the benefit to education for the student (including qualifications and experience of course providers as relevant)
- the length of time away from regular school programmes that the activity will require.
- If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated (e.g. if a student has gone home due to illness). If necessary, we follow up with parents/guardians and/or emergency contacts. We may also follow our Missing Student Procedure.

Following up unexplained absences. St Brigid's School takes all reasonable steps to ensure students attend school while it is open, including following up unexplained absences.

Our follow-up actions may include:

- analysing attendance data for patterns of absence
- contacting parents/caregivers to outline attendance expectations
- meeting with students and their parents/caregivers to discuss strategies for improving attendance
- discussing school programmes with relevant staff to better meet the needs of students at risk of disengagement.
- Under the Education and Training Act (s 48), the board may appoint an attendance officer who has authority to follow up absences with students and their parents/caregivers directly.
- We may also refer students with extended or persistent absences to Oranga Tamariki, Otago Youth Wellness. Public Health Nurse and other Attendance services

Monitoring and measuring progress

Attendance procedures are reviewed annually to ensure that they are still meeting the needs of our community. Our policy and procedures are part of our annual school review schedule.

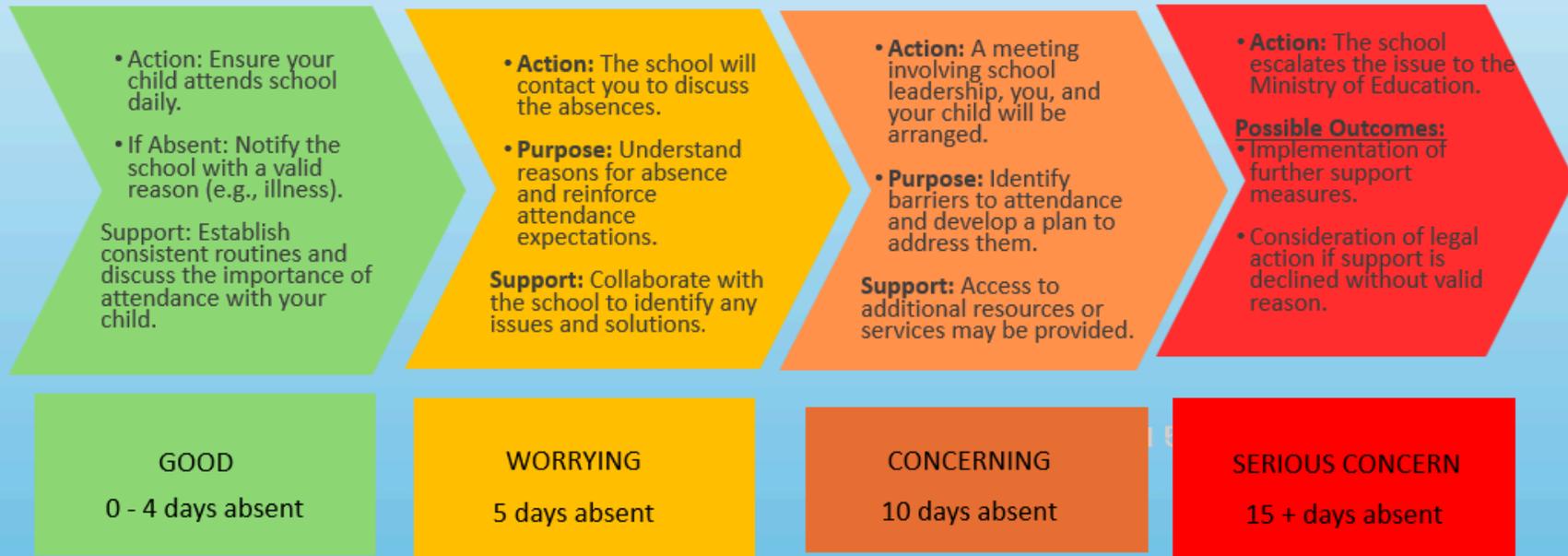
The Principal reports to the Board on attendance and makes an assurance in Term 3 on the adherence to attendance procedure.

St Brigid's Attendance Procedure

	Teacher	Administration	Leadership
Day to Day Absences	<p>Provide accurate rolls at 9.00am and 1.45pm</p> <p>Attendance patterns are recorded on the nuts and bolts daily patterns of concern are discussed with principal/parents</p>	<p>Monitor attendance and check all absences information is added to nuts and bolts -</p> <p>Clarify any unclear reasons, check codes with Principal</p> <p>Maintain contact details of parents Phone check ins</p>	<p>Clear communication of attendance expectations to parents each term in the newsletter.</p> <p>Communicate to parents the steps the school will take in the event of regular absences Well being phone calls to caregivers</p>
Responding to Absences	<p>Supports student to catch up missed learning where required</p> <p>Use of home learning to support whānau</p> <p>Teacher Follow up pastoral call if any concerns</p>	<p>Weekly monitoring of absences- notification of any students reaching 5 / 10 days/15 days and 15 plus to the Principal</p>	<p>Send formal notification letter and contact parent/guardian to discuss reason for absences</p> <p>Recording of all follow ups/ Report to Board</p> <p>Use of Otago Youth Wellness/Oranga Tamariki and other supports/agencies to remove barriers</p> <p>Send formal notification</p> <p>Hold meeting to make an Attendance Plan- implement and monitor</p>
Escalating Absences			<p>Escalate to multi-agency response</p> <p>Review exceptions to unjustified absences, specifically in the context of Special Character occasions, including funerals, family gatherings, and international family visits.</p>

St Brigid's School

Star Attendance for Caregivers



Key Points

- Regular attendance is crucial for your child's learning and well-being.
- Open communication with the school is essential.
- Early intervention helps prevent prolonged absences.
- Support is available; don't hesitate to seek assistance.

Attendance Codes

Present for ½ day calculations

P Present

Student is present in class. This includes supervised dual tuition with Te Kura.

L Late to class

Student is late to class. Schools set the threshold for lateness (e.g. 10 minutes) in their school policy.

A Alternative provision

Student is present in a Ministry-approved alternative provision, such as a teen parent unit, alternative education, secondary-tertiary program, health school or activity centre.

V Unsupervised exam study ^(S)

Student is present in an examination or unsupervised study where the student is on-site.

N Present but out of class

Student is present but out of class due to an on-site school activity (cultural or sporting event), internal appointment, temporary removal from class, or time in the sickbay.

Q Board approved offsite learning

Student is present in Board-approved off-site learning, including courses, school-organised activities, and work experience.

D Approved external appointment

Student is present but has a medical appointment which is unable to be scheduled outside of school hours (e.g. doctor or dentist and includes travel time) or is participating in court proceedings.

Justified absence

J Explained and approved

Student is absent due to explained and approved reasons (e.g. family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings).

M Illness / Medical absence

Student is absent due to illness or medical reasons, including mental health-related absences (e.g. anxiety).

X Exam leave ^(S)

Student is absent studying offsite preparing for exams. NOTE: Time allocated to this code is not included in Ministry attendance calculations.

U Stood down or suspended

Student is absent due to formal stand down or suspension. This code applies to the period of the stand-down or suspension, excluding the day it was imposed.

Unjustified absence

T Truant

Student is absent without explanation or permission from a parent / caregiver (e.g. skipping class)

E Explained but not approved

Student is absent and the reason provided does not meet the school's policy for a justifiable absence (e.g. a parent states their child didn't want to attend sports day).

G Holiday during term time

Student is absent due to a holiday taken.

? Unknown (temporary)

Temporary code used when the reason for a student's absence is initially unknown. This will be updated once the reason is confirmed.



Individual circumstances

Students are overseas

Students may be overseas for a number of reasons (holiday, home to their home country for a special religious ceremony, family emergencies, funerals or very unwell family members).

J (explained and approved) could be used if the absence is approved – for example the school understands the family situation – but **J** can only be used for up to five days, and then becomes **E**.

It is up to a board to make that decision about the circumstances in which **J** can be used, and then delegate the responsibility to the principal.

If the student is on holiday (whether in New Zealand or overseas), use **G** (holiday during term time). Section 36 of the Act indicates that a parent must ensure that their child attends a registered school on every day it's open, so if a child is being taken on holiday during school time, the legislation is being breached.

If a student is not attending for a long period of time (15 weeks or more), the student type can be changed to **NA** (not attending) in the Student Management System. This is not a code – it is student type. The student will be shown as not attending and that absence no longer affects daily or termly attendance data. This student type is temporary.

Student is overseas

What if they're overseas due to a family emergency?

If a student is absent due to travel overseas, funeral, visiting sick relatives, religious observance, wedding, planned holiday then the school should use **G** – holiday during term time unless:

- an exemption applies, then **J** may be used
- the school policy states that the specific reason for absence (e.g. funeral, cultural event) is approved then **J** may be used, or not approved, then **E** may be used.

What if they're overseas for a long time?

If a student is absent overseas for an extended period, then no attendance is recorded, and the school should change the student type to **NA** in their SMS. The student's timetable should be removed for the period of time they are overseas.

What if they're on an exchange?

If a student is participating in an overseas exchange programme, then no attendance is recorded, and the school should change the student type to **NA** in their SMS. The student's timetable should be removed.

What if they are on holiday in New Zealand?

If a student is on a domestic holiday during term time, then the school should also use the **G** code unless:

- the absence is not condoned by the parent, then **T** may be used.