

Sandspit Road School Attendance Plan 2026

School Goals:

93% Daily Attendance
93% Average Weekly Attendance
80% students Attending Regularly

DAY TO DAY ATTENDANCE

- Attendance Administrator contact families/whaanau from whom we have not received notification by 10 am to determine why their child/children are absent.
- Attendance Administrator to print daily attendance figures and post on the staffroom board
- Senior Leadership to track daily trends, weekly attendance and MOE attendance expectations of students
- The Attendance Administrator is to inform DP if a student is absent for five or more days in a term, or if a family has not been in contact with the school for three days. In such cases, DP will make contact with that family/whaanau

SUPPORTING DOCUMENTS

Attendance Letters
Daily attendance Record Sheets
100% Attendance Tracking Doc
SRS weekly 100% Club tokens
SRS 100% Attendance Certificates
Attendance Policy in SchoolDocs
Recording Attendance Procedure in SchoolDocs eTap (Student Management System)

Sandspit Road School Attendance Initiatives

REPORTING TO THE BOARD:

- The Principal will report on attendance to the Board in the Principal's Report for each Board meeting.
- The Board will engage in identifying trends alongside the Principal and support the school in implementing the attendance plan.

INCENTIVES:

- Rangi Bear for the best attending class for the week.
- Harold and Harold Jr for the best attending class for the previous term.
- 100% attendance tracking & certificate.
- Most improved attendance certificate.
- Star Attenders Club. Each term students with 95% attendance or above enter the draw for an attendance reward

Other:

- Attendance included on school reports.
- personalised attendance plans/ graduated plans when required.





REGULAR ATTENDANCE
ABSENT 1-5 DAYS A TERM

WHAANAU RESPONSIBILITY

Contact school to report and explain the absence.
Provide a medical certificate if sick for 3 days or more.

SCHOOL RESPONSIBILITY

Contact the family by message/phone if we have not been notified of the reason for a student's absence.
Regularly discuss attendance with the school community, include a section in the school newsletter.

BOARD RESPONSIBILITY

Monitor school use of teacher-only days and ensure we are keeping to the MoE allowances.
Track attendance trends in the Principal's Report each month.
Support the school to improve attendance outcomes.

P	Present	Present for ½ day calculations
L	Late to class	
A	Alternative provision	
V	Unsupervised exam study (S)	
N	Present but out of class	
Q	Board approved offsite learning	
D	Approved external appointment	
J	Explained and approved	Justified absence
M	Illness / Medical absence	
X	Exam leave (S)	
U	Stood down or suspended	
T	Truant	Unjustified absence
E	Explained but not approved	
G	Holiday during term time	
?	Unknown reason (temporary)	

MODERATE ATTENDANCE
ABSENT 6-10 DAYS A TERM

WHAANAU RESPONSIBILITY

Return student to regular attendance.
Contact school each day to report and explain the absence.
Contact the school if support is needed.
Support student to catch up on missed learning.

SCHOOL RESPONSIBILITY

Deputy Principal will monitor student attendance and communicate with the principal students of concern at their weekly meeting.
Deputy rincipal will contact the family, to discuss attendance.
Deputy Principal will meet with the family if a trend is presenting without a justified explanation.
Deputy Principal will make a referral to Franklin Attendance Services
This will be followed up with a formal email.
Support student to catch up on missed learning







IRREGULAR ATTENDANCE
ABSENT 11-15 DAYS A TERM

WHAANAU RESPONSIBILITY

Return student to school and support them to reach the regular attendance expectation (less than 5 days a term absence.)
Meet with the Deputy Principal and Franklin Attendance Services to discuss reasons for ongoing absences together to create a support plan.
Implement support plan strategies at home.

SCHOOL RESPONSIBILITY

Send formal letter to parents regarding concerns around attendance.
Escalate referral to Franklin Attendance Services.
Deputy Principal and Franklin Attendance Services to meet with parents to develop a support plan.
Use in-school resources to support the family and remove barriers.

MOE RESPONSIBILITY

Facilitate agency response and support the school to improve student attendance. Support schools to find access to resources.

90% ATTENDANCE
AVERAGE 4 DAYS ABSENT A TERM (19 DAYS A YEAR)

80% ATTENDANCE
AVERAGE 9 DAYS A TERM (39 DAYS A YEAR) 2 WEEKS AWAY A TERM

80% ATTENDANCE
AVERAGE 9 DAYS A TERM (39 DAYS A YEAR) 2 WEEKS AWAY A TERM

60% ATTENDANCE
AVERAGE 19 DAYS ABSENT A TERM (77 DAYS A YEAR 4

ABSENT 15 OR MORE DAYS A TERM

WHAANAU RESPONSIBILITY

Return student to school and support them to reach the regular attendance expectation (less than 5 days a term absence).
Meet with the school to discuss reasons for absence and work together to create a support plan.
Implement support plan strategies at home
Meet regularly with the Deputy Principal or Principal to discuss support plan and attendance requirements.

SCHOOL RESPONSIBILITY

Send advisory notice to parents, delivered by the Franklin Attendance Service or community constable and principal.
Escalate attendance for multi-agency response.
Implement and monitor individual attendance improvement plan.
Use in-school resources to support the family and remove barriers.
Engage with the Waiuku Community Constable and Franklin Attendance services to develop a multi-agency approach.
Communicate with Ministry of Education regarding prosecution, when appropriate.
Unenrol students who have not returned to school after 20 school days without justified explanation.

MOE RESPONSIBILITY

Facilitate agency response and support the school to improve student attendance. Support schools to find access to resources Provide direct support to parents.
Co-ordinate regional response when required.

TOGETHER WE CAN ACHIEVE MORE.
COMING TO SCHOOL EVERY DAY BUILDS RELATIONSHIPS, FRIENDSHIPS AND LEARNING.

Sandspit Road School