



Greenpark School Attendance Management Plan 2026 Attendance Management Plan

School: Greenpark School
Effective From: Term 1, 2026
Review Cycle: Annually (October)
Next Scheduled Review: November 2026

PURPOSE

This Attendance Management Plan outlines Greenpark School's approach to promoting, monitoring, and responding to student attendance. It aligns with the **Education and Training Act 2020**, Ministry of Education attendance requirements, and the **STAR (Stepped Attendance Response)** framework.

The purpose of this plan is to:

- Promote regular attendance for all ākonga | learners.
- Identify attendance concerns early.
- Respond quickly and consistently to attendance patterns.
- Work in partnership with whānau to decrease the barriers to attendance.
- Meet statutory and reporting obligations.

Greenpark School's attendance target for 2026 is:

77% of students attending school regularly

2025 ATTENDANCE DATA	
TERM ONE	80%
TERM TWO	69%
TERM THREE	69%
TERM FOUR	67%
2025	71%



BARRIERS TO REGULAR ATTENDANCE

School attendance data indicates that the most common barriers to regular attendance are:

- Ongoing or frequent **medical-related absences**
- **Family holidays taken during term time**

Medical Absences

Whānau will be supported with clear guidance about when students should remain at home due to illness and when attendance is expected. Where absences due to illness extend beyond **three consecutive days**, or where there is an ongoing attendance concern, the school may request additional information or a medical certificate.

A standard communication will be used to support whānau experiencing ongoing illness-related absence, clearly linking attendance with learning, wellbeing, and progress.

Term-Time Holidays

Families will be advised that holidays taken during school term time are recorded as **G – Unjustified Absences** and are reported to the Ministry of Education through termly Every Day Matters report. Communication about this will be proactive, consistent, and clear.

General attendance communication will reinforce the importance of regular attendance and clarify that **unexplained absences will be marked as Truant (T)** if a reason is not communicated.

Actions to improve regular attendance:

- Create target group of students from 2025 data who showed attendance concerns.*
- *Work closely with teachers provide strategies to increase attendance for target group*
- *Proactive communication with whanau around attendance targets and strategies to sustain regular attendance.*
- By Friday 3pm each week there are no question marks on teachers' rolls.*

DAILY ATTENDANCE MONITORING

Greenpark School uses **Hero** as its Student Management System.

Daily Processes

- Classroom teachers mark the roll by **9:05am** and again by **1:35pm**.
- Late arrivals are recorded through the school office and updated in Hero.

- The Attendance Officer (Jess) reviews daily attendance data, including unexplained absences.

Unexplained Absences

- A **same-day text message** is sent for unexplained absences.
- If no response is received, a **follow-up phone call** is made on the same morning.
- A second contact attempt may be made if required.
- All contact attempts and attendance codes are recorded in Hero.

ROLES & RESPONSIBILITIES

Caregivers

- Ensure their child attends school regularly.
- Notify the school of absences using the agreed communication channels.
- Engage with the school if attendance concerns arise.

Attendance Officer: Jess McKean

- Monitor daily attendance and unexplained absences.
- Send automated texts and make follow-up phone calls.
- Record all attendance data and contact in Hero
- Liaise with teachers and senior leadership regarding attendance concerns.

Principal: Gareth Scholes

- Approve requests for extended leave.
- Oversee responses to persistent or serious attendance concerns..

Senior Leadership Team: Reuben Potaka

- Monitor attendance data and identify emerging patterns.
- Issue formal attendance letters where required.
- Facilitate attendance meetings with whānau.
- Support classroom teachers with attendance concerns.

Behaviour and Pastoral Support Staff: Ngāti Ranginui attendance services

- Support students with recurring unexplained absences or truancy.
- Conduct whānau visits where appropriate to understand and address barriers.
- Contribute to the development and monitoring of individual attendance plans.

Class teacher

- Complete the marking of register by 9.05am and then again at 1.35
- Notice and flag patterns of absence or lateness and share concerns with attendance lead
- Build positive relationships around attendance
- Thursday afternoon check roll for any question marks and make contact with parents. Non respondents become a T.
- Support re-engagement with learning
- Reinforce whole-school attendance messages through consistent and positive language in the classroom.

5. STAR – Stepped Attendance Response

Greenpark School follows the STAR framework, responding to attendance patterns based on the number of days absent per term.

Tier 1: 0–4 Days Absent

- Attendance is monitored.
- Unexplained absences are followed up by text or phone call.

Tier 2: 5–9 Days Absent

- Classroom teacher checks in with the student.
- Attendance Officer sends an email with concerns on behalf of senior leadership.
- HERO sends an alert to DP around students who have crossed the threshold. An email may be sent to parents to alert parents depending on the case.

Tier 3: 10–14 Days Absent

- Attendance summary shared with classroom teacher and a senior leader.
- Attendance Officer or senior leader contacts caregivers by phone.

Tier 4: 15+ Days Absent

- Formal attendance letter is issued.
- Whānau meeting held with teacher and senior leader.
- Individual attendance plan developed.
- Referral to external agencies (e.g. Attendance Service) considered where appropriate.

ATTENDANCE CODES

Greenpark School uses Ministry of Education attendance codes, including but not limited to:

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

[Attendance Code Tree](#)

Where illness-related absences extend beyond three days, or where there is concern about patterns of absence, further information may be requested.

COMMUNICATION CHANNELS

Caregivers may notify absences via:

- HERO app
- Phone call
- Email

School follow-up communication may include:

- Automated text messages
- Phone calls
- Emails
- Formal letters



Repeated lateness (five or more instances in a term) will result in a formal email outlining concerns and expectations.

REVIEW AND GOVERNANCE

This Attendance Management Plan will:

- Be reviewed annually by Senior Leadership and the Board of Trustees.
- Be updated if Ministry of Education requirements change.
- Be published on the Greenpark School website by Term 1, 2026.

A full implementation review will take place in **November 2026**.

APPENDICES

- Appendix 1: [Term One: Summary of Attendance Management Plan](#)
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- Appendix 2: [Stepped Attendance Response Actions \(July 2025\)](#)
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