



TE KURA TAKIWA O MANGAKAHIA

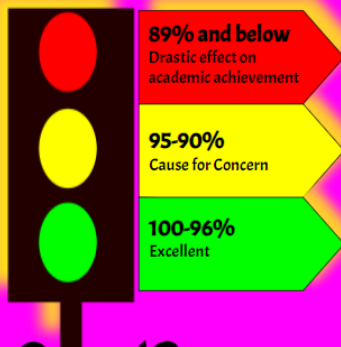
MANGAKAHIA AREA SCHOOL

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ATTENDANCE PROCEDURES 2026

Missing School = Missing Out Attendance Matters!



How do you Measure up?

Attendance	Days Absent	Weeks Absent	Lessons Missed
95%	9 Days	2 Weeks	50 lessons
90%	19 Days	4 weeks	100 lessons
85%	29 Days	6 weeks	150 lessons
80%	38 Days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons

TODAY
is the day to
learn something
NEW

Get UP. Dress UP. Show UP. Never give UP.
Because EVERY STUDENT, EVERY DAY, COUNTS!



WHĀNAU TEACHER RESPONSIBILITIES

(SHARED RESPONSIBILITIES ACROSS ALL THE TEACHERS
ASSIGNED TO THE WHĀNAU CLASS)

DAILY

WHAT?	WHEN?	HOW?
Take the roll on Kamar	In the first 5 minutes of whānau time	Physically sight each student in the class to ensure that you have recorded correctly. Click 'Present' for each student who is in the class and 'Not in Class' for each student who is not in the classroom. Remember to click finished. If a student arrives later than 5 minutes into the whānau class mark them as 'Late'.
1 staff member to ring the caregivers of all the students who are not present. If another student tells you where they think a student is, you still need to ring the whānau to confirm.	During whānau time each day	<p>EXAMPLE SCRIPT: Kia ora XXXX, this is XXXX, I have noticed that XXXX is not at school today. I'm just following up on the reason for their absence.</p> <ul style="list-style-type: none"> ● Listen to the reason. ● Ask them when they expect them to return to school. ● Record the information on the notes section of the student's attendance and add staff code in brackets. Eg, XXX is off sick and will be back on Monday (CSR). ● If no answer, record that an attempt was made to phone the whānau and add staff code in brackets, eg, Attempted to ring re absence but no answer (CSR) ● If a phone message was left record this in the attendance notes with staff code in brackets, eg, Left phone message re absence (CSR) <p>*If you are frequently having no response or the number is incorrect, let the Dean and Office Administrator know*</p>

WEEKLY

WHAT?	HOW?
Follow up on any attendance which is not justified	<p>WHOLE DAY OF ABSENCE: Either by</p> <ol style="list-style-type: none"> 1. Giving the student an attendance follow up form and asking them to get it completed and signed from home. Attendance Follow Up Form 2. Ringing whānau to ask for an explanation. 3. Emailing whānau to ask for an explanation.

WHĀNAU TEACHER RESPONSIBILITIES

(SHARED RESPONSIBILITIES ACROSS ALL THE TEACHERS
ASSIGNED TO THE WHĀNAU CLASS)

WEEKLY

WHAT?	HOW?
Follow up on any attendance which is not justified	Record actions in the student's pastoral record under attendance. When explanations are received email the Dean and Office Administrator so that the appropriate code can be entered onto the student's Kamar attendance record.
Follow up on any attendance which is not justified	<p>INDIVIDUAL PERIODS SHOWING ABSENCE:</p> <p>Ask the student for an explanation and supporting note.</p> <ul style="list-style-type: none"> - Student has a valid note / explanation. Email the Office Administrator and Dean explaining the reason for absence so that they can change the student's code accordingly. - If it appears to be a classroom teacher error, email the Classroom Teacher asking them to check their absence and rectify on their roll, as this may affect other students, particularly if a teacher has not clicked 'finished'. CC the Dean and Office Administrator. - If no valid reason, leave the absence code as T for truant, contact the whānau and record this on Kamar in the pastoral section.
Follow up on ongoing lateness and attendance concerns	<p>Ask student for an explanation</p> <ul style="list-style-type: none"> - Student does not have a valid explanation or admits truancy - Student has a pattern of truancy, lates or it is becoming more frequent <p>Refer the matter to the Dean by completing a Kamar entry under pastoral attendance concerns and emailing the Dean. Discuss with the Dean for further follow up with whānau.</p> <p>*Be mindful of circumstances which may affect each student's attendance and communicate this to the Dean and Senior Leaders as it may be that additional support is required.*</p>
Ongoing concerns and no improvement	If there is no improvement in the child's attendance, notify the Senior Leadership Team through an email. It may be that a home visit or a truancy referral is required.

SUBJECT TEACHER RESPONSIBILITIES

WHAT?	WHEN? AND HOW?
Take the roll on Kamar	In the first 5 minutes of each lesson.
Follow up on any attendance which is not justified in your class	<p>Ask the student for an explanation and supporting note.</p> <ul style="list-style-type: none"> - Student has a valid note / explanation. The code can be changed accordingly. Email the Office Administrator or Dean to change the student's code. - If no valid reason, leave the absence code as T for truant, contact the whānau and record this on Kamar in the pastoral section. Email the Dean to let them know.
Lateness to class	<p>If a student arrives more than 5 minutes late to class with no valid reason, mark them as late and note the time that they arrived in the attendance notes and add your staff code in brackets.</p> <p>If a student arrives late to class and gives a valid reason such as being with the nurse, counsellor or mentor write the time that they arrived and your staff code in brackets in the attendance notes and send an email to the Deans and Office Administrator so that the code can be changed once it is verified.</p>
Sick bay	If you send a student to the office due to sickness, write the time that you sent them in the student's attendance notes and your staff code in brackets.
Follow up on ongoing lateness and attendance concerns in your class	<p>Ask student for an explanation</p> <ul style="list-style-type: none"> - The student does not have a valid explanation or admits truanting from your class. - Student has a pattern of truancy, lates or it is becoming more frequent in your class <p>Refer the matter to the Dean by completing a Kamar entry under pastoral, attendance concerns and then emailing the Dean. Discuss with the Dean for further follow up with whānau and/or a restorative conference.</p> <p>*Be mindful of circumstances which may affect each student's attendance and communicate this to the Dean and Senior Leaders as it may be that additional support is required.*</p>
Ongoing concerns or no improvement to lateness or truancy in your class	If there is no improvement in the child's attendance or lateness within your class, notify the Senior Leadership Team through an email. It may be that further support is required such as a restorative meeting.

DEAN RESPONSIBILITIES

1. Ensure that the attendance protocols are well understood and all staff adhere to them correctly.
2. Follow up and monitor attendance patterns.
3. Keep attendance on Kamar accurate according to the MOEs codes.
4. Support the Office Administrator in ensuring that rolls are kept up to date with new enrolments and leavers.
5. Ensure that the roll on Kamar matches the ENROL database.
6. Prepare the roll audits as per the MOE requirements.
7. Analyse attendance patterns and report to the school community.
8. Organise home visits as required.
9. Refer students to attendance services as required.
10. Develop protocols which acknowledge and celebrate regular attendance.

WHAT?	WHEN?	HOW?
Check weekly attendance of students in each whānau group	Weekly monitoring	<p>Check that Whānau Teachers are making daily phone calls, recording notes on Kamar and issuing attendance follow up forms. If this is not happening, communicate with the Whānau Teachers to ensure that they know the system and expectations. This can be done individually and through reminders at staff meetings and hui ata.</p> <p>Where the Whānau Teacher or Office Administrator has not been able to get hold of whānau, make contact at the earliest opportunity. Record actions on Kamar.</p> <p>Follow up on all emails/referrals from Whānau Teachers which offer explanations for a student's attendance by recording the correct code in their attendance record.</p>
Follow up with the whānau of students with ongoing attendance concerns	As required	<p>Follow up on any referrals from Whānau Teachers. Record actions on Kamar.</p> <p>If no success in getting hold of whānau through email, text or phone, organise a home visit and/or refer to attendance services. Record all actions on Kamar.</p>
Prepare the roll for Roll returns	As required	Work with the Office Administrator and Principal to ensure that the Kamar attendance records match the ENROL database and that all errors are rectified in preparation for Ministry of Education roll returns.
Attendance reporting	Termly	Prepare a report for the Board and school community on attendance patterns at the school.

OFFICE ADMINISTRATOR RESPONSIBILITIES

WHAT?	WHEN?	HOW?
Checking and monitoring daily attendance	Daily	<p>Check the following and update attendance codes for all students as per the Ministry of Education's codes:</p> <ul style="list-style-type: none"> - Phone messages - Email messages - Whānau Teachers notes on each student's attendance <p>If unsure about which code to use, discuss with the Principal.</p> <p>Add the correct attendance code to any student's record who has an ongoing issue which is impacting upon attendance.</p> <p>Send a global message to the whānau of the remaining students who we have not received any information from.</p> <p>Monitor responses and adjust attendance codes accordingly.</p> <p>If no notes are recorded from Whānau Teachers, ask Deans to follow up with them.</p>
Adjusting attendance	As required	<p>Adjust student's attendance according to:</p> <ul style="list-style-type: none"> - EOTC trips - When students sign in late - When students get picked up due to sickness or for appointments <p>*Also adjust on the bus rolls if necessary*</p>
Checking any rolls which aren't completed	Daily	Send an email to any Teachers who don't complete their roll.
Weekly attendance monitoring	Weekly	<p>Let the Deans know:</p> <ul style="list-style-type: none"> - any patterns developing so that they can follow up. - any 'hard to reach' whānau' eg, wrong number on Kamar, no response to text messages.

OFFICE ADMINISTRATOR RESPONSIBILITIES

WHAT?	WHEN?	HOW?
Weekly attendance monitoring	Weekly	Where there are ongoing issues let the Senior Leadership Team know, so that further follow up can occur.
Monitoring systems	As required	Work with the Deans and Senior Leadership Team to: <ul style="list-style-type: none"> - ensure that students are entered correctly onto Kamar with the correct start date and a full timetable. - ensure that Kamar matches the ENROL database. - prepare for the Ministry of Education roll returns.
Reporting ongoing attendance concerns	Ongoing	<p>Monitor any students who have had extended periods of non-attendance. Communicate with the Deans and Senior Leadership Team. A home visit or Attendance Service referral may be necessary</p> <p>Refer to Attendance Services as soon as a problem develops, once discussed and agreed by the Deans and SLT.</p> <p>Where the student is under 16, after 20 days the student can be removed from the roll and a NETS Referral needs to be made. This needs to be entered on ENROL.</p> <p>If the student is over 16 after 20 days they can be removed from the roll. The information needs to be entered onto ENROL.</p>

SENIOR LEADERSHIP RESPONSIBILITIES

WHAT?	WHEN?	HOW?
Monitor that the system is working	Ongoing	<p>Monitor that all levels of the system are working, eg, Classroom Teacher, Whānau Teacher, Deans, Office Administrator.</p> <p>Where there are roles which aren't being followed, communicate with these staff members to ascertain the reason. Ensure that all staff understand their role and have the resources to do their role effectively.</p> <p>Where there are legitimate concerns about the roles raised, review and adjust the system accordingly and then communicate with all affected staff members.</p>
Consider alternative educational arrangements	Ongoing	<p>Liaise with whānau about alternative educational provision if necessary, eg, Northern Health School, Alternative Education, exemption from schooling.</p> <p>Complete associated paperwork for the above and ensure that it is filed centrally. Record any actions on the student's Kamar record.</p> <p>Where legitimate concerns are raised, other referrals may be necessary, eg, counselling, Te Roopu Kimiora (mental health services), Oranga Tamariki.</p>
Complete roll returns in a termly manner	Periodically	<p>Work with the Deans and Office Administrator to check that the roll returns are prepared correctly. Upload roll returns in a timely manner.</p>
Monitor the STAR attendance system	Annually	<p>Set and review annual attendance targets.</p> <p>Ensure that the STAR system is being followed, and make adjustments accordingly.</p>