



## Attendance Management Plan

### 1. Strategic Priorities & Special Character

At Timatanga, we view learning as a normal, integral, and continuing element of life, occurring within an environment where tamariki, parents, and teachers are all "teacher-learners." Regular attendance is not just a legal requirement but a vital component of our democratic, child-centered community. It allows tamariki to fully engage with their natural areas of interest and participate in the consensus-based decision-making that defines our kura.

#### National Target & Success:

- Our government target is **80% of students attending school at least 90% of the time.**
- Success means shifting tamariki from "Worrying/Irregular" attendance back to "Regular/Good" attendance to support their social development and self-regulation.
- Tamariki should aim to be absent for no more than one day a fortnight to maintain continued success.

### 2. Shared Responsibilities

As a parent co-operative, attendance is a shared commitment between the board, staff, and whānau.

#### The Board

- Ensures the kura complies with the Education and Training Act 2020 (s35 and s36) regarding compulsory enrollment and attendance.
- Commits to supporting students returning to regular attendance through a Stepped Attendance Response (STAR).
- Monitors data-based thresholds to identify and remove barriers to attendance.

#### The Tumuaki & Kaiako

- The Tumuaki oversees the STAR process and ensures all absences are investigated and recorded.
- The Tumuaki is responsible for the daily recording of the electronic register.
- Kaiako records the specific time of arrival for any tamaiti who arrives late and informs the Tumuaki.
- The Tumuaki provides termly reports to the Board analysing data trends and interventions.

#### Whānau

- Whānau have a legal obligation to ensure their tamariki attend whenever the kura is open.
- Notify the kura as soon as possible if a tamaiti will be absent.

- Work collaboratively with staff to manage attendance concerns through our consensus-based approach.

### 3. Daily Attendance Procedures

#### 1. The Day Book Entry

The **Day Book** serves as our live record.

- **Morning (9:00 am):** Kaiako greet tamariki. Any child not present is noted in the Day Book.
- **Late Arrivals:** When a tamaiti arrives late, the kaiako greets them and records their specific arrival time in the Day Book. This ensures we have an accurate record for health and safety (e.g., in case of a fire drill).

#### 2. Tumuaki Digital Entry (Morning Tea & Lunch)

The Tumuaki acts as the bridge between the physical record and the Ministry of Education's digital requirements.

- **Morning Tea (approx. 10:30 am):** The Tumuaki collects the data from the Day Book and completes the Morning Electronic Roll.
- **Lunch Time (approx. 1:00 pm):** The Tumuaki updates the Day Book data into the Afternoon Electronic Roll.
- **Verification:** If a child is marked absent in the Day Book with no reason provided, the Tumuaki will initiate a "check-in" (text or phone call to whānau) at these times.

Category	Threshold (per term)	Kura Actions	Whānau Actions
<b>Good Attendance</b>	< 5 days absence	Provide regular updates on attendance; celebrate engagement.	Support the child to attend every day they are able.
<b>Worrying Attendance</b>	Up to 10 days absence	Contact parents to discuss reasons; use in-school resources to remove barriers.	Contact school to discuss reasons; support child to catch up on missed interests.
<b>Concerning Attendance</b>	Up to 15 days absence	Hold a meeting to analyse barriers and collaborate on a support plan tailored to the child's interests.	Participate in meetings; implement strategies at home; engage in the support plan.
<b>Very Concerning Attendance</b>	15+ days absence	Inform parents of escalated response; request support from Attendance Service or other agencies.	Engage deeply with the support plan; participate in regular multi-agency meetings.