


Templeton School / Te Kura o Rātā Attendance Procedure

- [Student Attendance procedure \(Schooldocs\)](#)
- [Attendance Procedures \(Schooldocs\)](#)

The Government's target is for 80% of students to attend regularly, that is to attend school more than 90% of the time.

[STAR](#) - 2025 requirements [Hero](#) - Attendance changes 2025

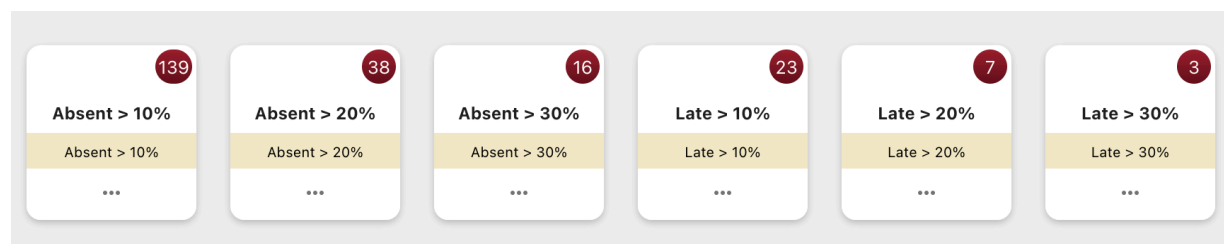
What	Who	When	How
Monitoring ākonga attendance. Go to Autogroups and monitor via Attendance rates groups.	Classroom teachers	Attendance rates >10% (Children not attending at 90% - regular attendance)	Contact whānau to offer support or investigate reasons for absence. Add a data point on their Attendance Monitoring page on Hero after action.
Fortnightly discussion point at team hui to make sure we stay on top of the Attendance Interventions on Hero. Please go to the Attendance Monitoring page (on Hero) and add a post and the appropriate tag whenever you have completed an attendance action.	Team Leaders	Attendance rates >20% (Children not attending at 80% - regular attendance)	Team leaders to work with classroom teachers to provide support and interventions to address attendance issues. Add a data point on their Attendance Monitoring page on Hero after action.
	Leadership team	Attendance rates >30% (Children not attending at 70% - regular attendance)	Leadership team to discuss previous interventions at team and class teacher level and add additional support. Add a data point on their Attendance Monitoring page on Hero after action.

<p>Attendance Interventions</p> <ul style="list-style-type: none"> - Awaiting - Actioned <p>An intervention may consist of a phone call, email or meeting with the caregiver. Schools may choose to record the details of the intervention as a post on a designated caregiver communications page or attendance page.</p> <p>Intervention flowchart/ideas</p>	<p>Those with Admin rights can enter information</p> <ul style="list-style-type: none"> - Team Leaders - Nick/Penny/ - Linda - Jacki/Vicki - Ali/Anna C 	<div data-bbox="751 115 1190 194">  </div> <p>Administration</p> <ul style="list-style-type: none"> ✓ Attendance ! Attendance Interventions 1 <p>Identify and add to the intervention register, any student who has accumulated 5 full days unjustified absence (consecutively or separately) during the current term. The student needs to be absent for the entire day with codes of T, E, G or ?.</p> <p>REPORTING INTERVENTIONS TO THE MINISTRY OF EDUCATION</p> <p>As for Weekly and Termly Attendance uploads, the Ministry of Education request a weekly upload of student interventions. This upload will happen automatically and will send a file to the MoE of all students who have reached the 5 day unjustified absence threshold during the current term or in the last week of the previous term. The file will include the date of any intervention actioned. Students who leave during the term will not be removed from the uploaded file on leaving.</p>	<p>Jacki will inform teachers of those children who have reached 5 days of unjustified absence (only if the office is unsure of reason/interventions underway.</p> <p>Legal Responsibilities and National Guidelines for NZ Schools</p> <p>Contact Attendance Services</p> <p>Attendance Service resources</p> <ul style="list-style-type: none"> - 5, 10 and 15 day letters
--	--	---	---

Help documents and images:

To identify ākongā to monitor:

- Go to Hero/Autogroups and you will see.



[STAR](#) - 2025 requirements

[Hero](#) - Attendance changes 2025

[Monitoring Student Attendance](#) - HERO

[NZ Schools - Reporting and Recording Student Attendance Interventions](#) - HERO

[Attendance Code tree](#) - Ministry of Education

[Attendance Matters](#) - Ministry of Education

[Improving Attendance](#) - Ministry of Education

[Every school day is a big day](#) - Ministry of Education