



Wairau Valley School Attendance Management Plan

1. Introduction and Guiding Principles

This document outlines the Attendance Management Plan for Wairau Valley School. This plan is designed to be a living document, reflecting our commitment to ensuring every student attends school regularly and engages in their learning. It aligns with the Ministry of Education's requirements for mandatory Attendance Management Plans and the Stepped Attendance Response (STAR) framework.

Our guiding principles are:

- Whānau/Family Partnership: We believe that strong, trusting relationships with our students, their families, and the wider community are the foundation of good attendance.
- Early Intervention: We will act promptly and compassionately when a student's attendance begins to decline, addressing barriers before they become chronic issues.
- Community Collaboration: We will work with local agencies, community groups, and the Ministry of Education to provide holistic support for our students and their families.
- Celebration: We will celebrate and acknowledge good and improved attendance to reinforce its importance and value.

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per fortnight



=

4 weeks



=

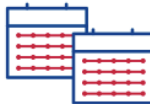
Over **1** year missed

1 day per week



=

8 weeks



=

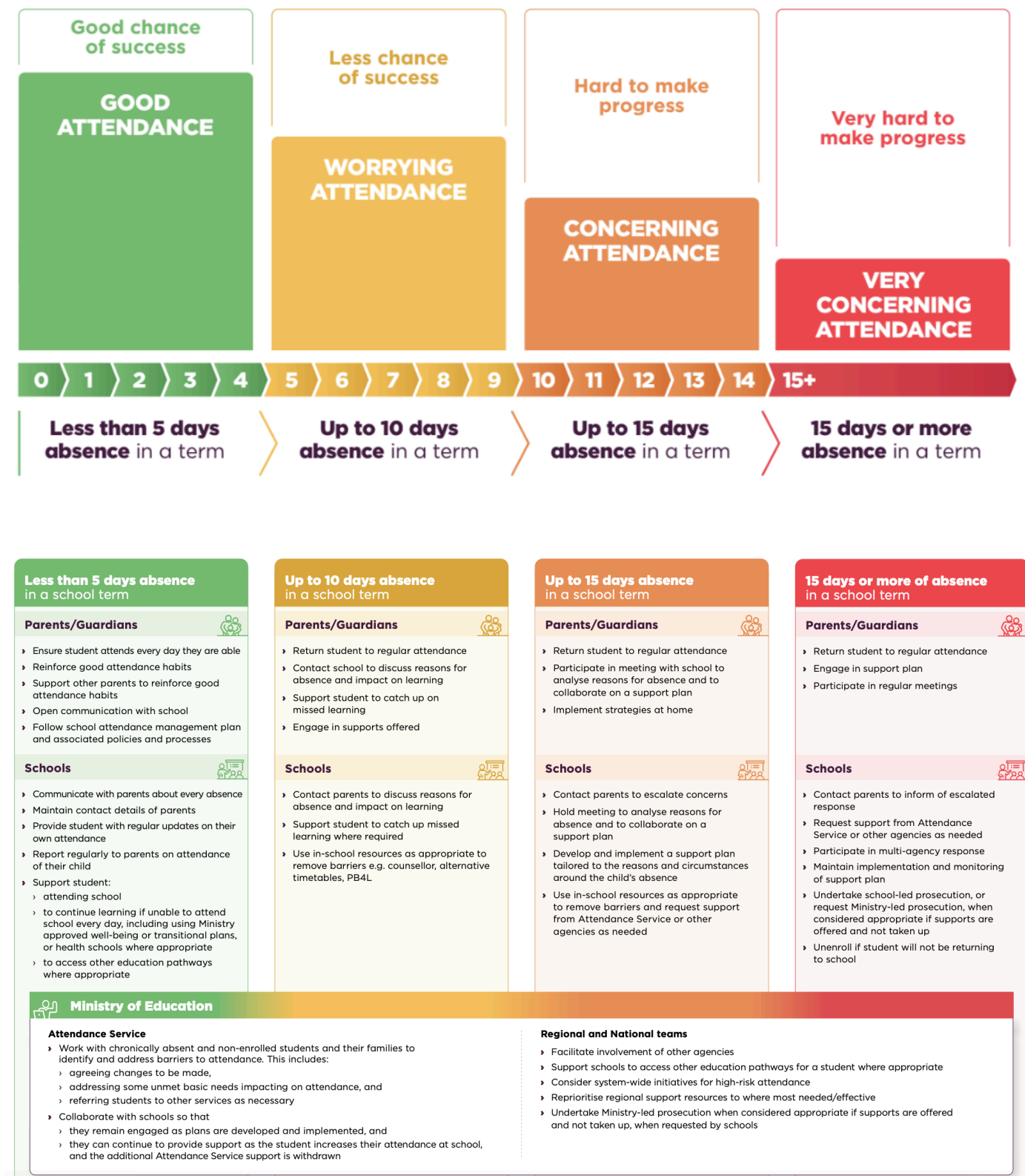
Over **2.5** years missed

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2. Roles and Responsibilities

Role	Responsibility
School Board	• Oversee the implementation and regular review of the AMP. • Ensure the plan is published on the school's website. • Set an annual attendance target for the school.
Principal	• Lead the implementation of the plan and provide professional development for staff. • Monitor school-wide attendance data and trends. • Act as the primary contact for moderate and chronic absence cases. • Liaise with the Ministry of Education Attendance Service and other support agencies if required.
Teachers	• Record attendance accurately at the start of each morning and afternoon session. • Build strong relationships with students and whānau/family. • Act as the first point of contact for students with irregular absences.
Administration Staff	• Record and update absence notifications daily including the reason(s) given. • Contact parents/caregivers on the first day of an unexplained absence and gain a reason for absence. • Recording all and any reasons given in Hero, either on the attendance record or in the Attendance Interventions page. • Maintain accurate contact details for all students.
Whānau/Caregivers	• Ensure their child attends school every day, unless they have a justified reason. • Notify the school promptly of any absence. • Work in partnership with the school to address any attendance concerns including collaboration on an Individual Attendance Plan. • Keep the school informed of any changes to contact information.

3. Stepped Attendance Response (STAR) Framework



Ministry of Education, 2025. Full resolution graphic [here](#).

We use a tiered approach to identify and respond to student absences at Wairau Valley School:

Category	Definition	School Response
Regular Attendance	90% or more (absent less than 5 days a term)	Tier 1 – Universal Support: • Acknowledged and celebrated through class and school-wide recognition. • Teachers maintain positive communication with whānau/family. • Good attendance habits are promoted through the school newsletter. • School is made to be a fun, engaging place to be through its vision and values.
Worrying Attendance	80%-89% (absent 5-9.5 days a term)	Tier 2 – Targeted Support: • The school contacts whānau/family to better understand the reasons for absence. • The school offers support to address any emerging barriers (e.g., ongoing sickness). • Attendance is monitored closely for improvement. • Activity Response is recorded in Hero with any actions taken. • Formal attendance letter sent through Hero.
Concerning Absence	70%-79% (absent 10-14.5 days a term)	Tier 3 – Intensive Support: • Principal meets with parents/caregivers' family and the student(s) to develop a supportive plan. • The plan may involve connecting the family with community resources. • A formal attendance improvement plan is created, with clear goals and check-ins. • Activity Response is recorded in Hero with any actions taken. • Second formal attendance letter sent through Hero.
Chronic (Very Concerning) Absence	Less than 70% (absent 15 or more days a term)	Tier 4 – Referral: • All previous steps have been documented and a formal referral is made to the Ministry of Education Attendance Service. • The school continues to work closely with the Attendance Service and whānau. • Regular contact is kept with whānau to ensure wellbeing of student(s). • Activity Response is recorded in Hero with any actions taken.

4. Procedures for Absence Notification and Follow-up

4.1 Daily Attendance Recording

- Teachers will mark the electronic attendance register on Hero for all students by 9:15 AM each morning and 2:00 PM each afternoon.
- Relievers either follow the Teacher process (if they have Hero access) or submit a paper roll to the office to be entered by 9:15 AM/2:00 PM.
- Hero automatically alerts Principal and Office staff of unsubmitted rolls.
- Attendance will be automatically submitted daily to the Ministry of Education.
- The school is using the refreshed set of attendance codes as required by the Ministry.

4.2 First-Day Absence Follow-up

- If a student is marked absent without a prior explanation, the administration staff will contact the student's primary and subsequent primary contacts via phone call or text message by 10:00 AM.
- If the primary contacts cannot be reached, alternative contacts will be tried.
- Unexplained absences that remain unresolved by the end of the school day will be coded as 'E' (explained and unjustified) or 'T' (truant), based on the situation and prior communication.
- All '?' codes on the register will be actioned by the end of the day.

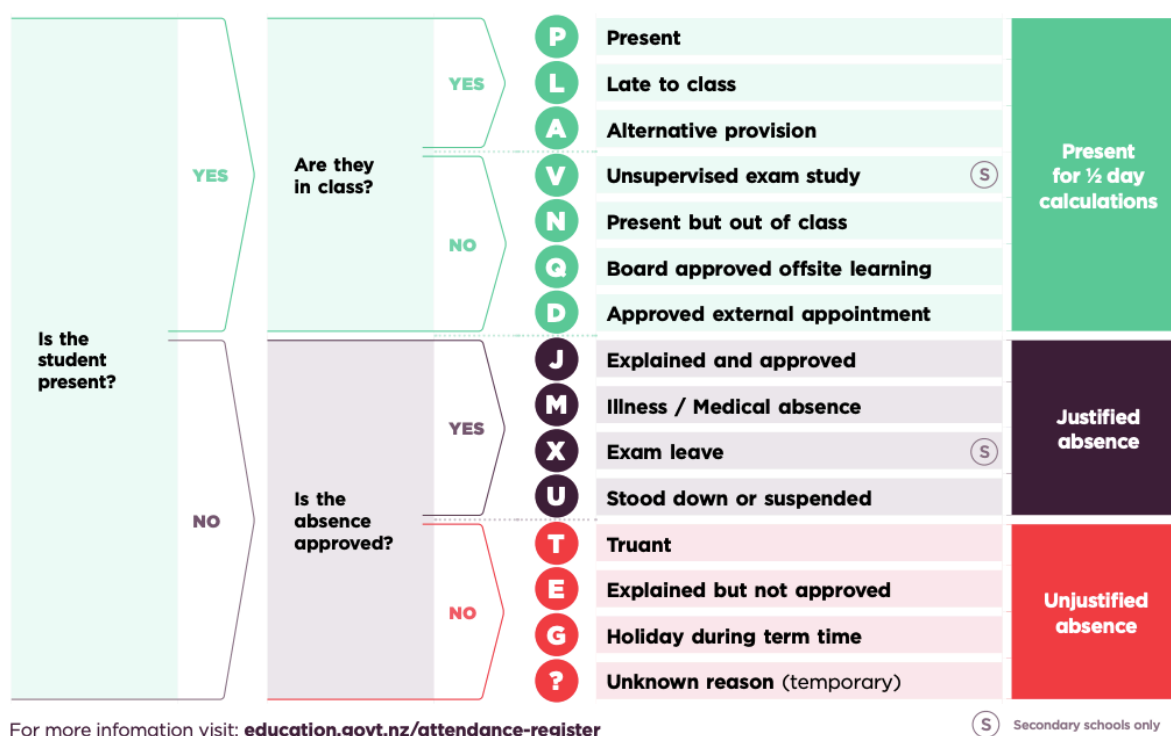
4.3 Absence Notification by Whānau

- Parents/caregivers are expected to notify the school of an absence by 9:00 AM on the day of the absence.
- This can be done via phone call or text to the School Office 0275090515 at email to office@wairauvalley.school.nz or notify the school via Hero.

4.4 Justified vs. Unjustified Absences

- Justified: Medical certificates (for prolonged illness), bereavement, religious observances, Principal approved representation or emergency situations are considered justified. The code 'M' or 'J' will be used.
- Unjustified: Planned holidays during term time, extended family visits, or unapproved sporting events are considered unjustified. The code 'E' or holidays "G" will be used.

What do the codes mean?



5. Addressing Barriers to Attendance

Recognising the challenges of our community, we will proactively address common barriers:

- Transport: working with whānau and the Ministry of Education to get students on the bus who find transport difficult.
- Community Links: Our school will maintain strong connections with local community groups, and the police youth aid constable. This network provides a valuable resource for supporting families facing complex challenges.
- School preparedness: Wairau Valley School receives provisions from Kickstart Breakfast, and receives MOE funded Ka Ora Ka Ako - School Lunches. There is an abundance of fruit on the trees and often fruit is donated. Wairau Valley School does not require students to wear a uniform.

6. Addressing 'Late' Students

- Students and or caregivers sign in at the office with a reason for being late.
- Lateness is reviewed fortnightly by the Principal and teaching team to identify students with frequent lateness.
- The teacher contacts the parent/caregiver, in the first instance to understand the reasons for lateness.
- The school offers support to address any emerging barriers.

7. How Wairau Valley School will apply L, D, M, Q, J and E Codes

- L code: applied when a student is late to school. This might be because they slept in, missed the bus, had a slow start, transport issues or well-being requirements. The L code will only be applied up until 10:00 AM. If the student arrives after 10:00 AM, another suitable code is required depending on the explanation.
- D code: applied when the child (not an adult) has an appointment during school time. Appointments covered under the D code include medical, dentist, legal, mental health, or therapeutic appointments. The D code does not include appointments such as haircuts, shopping etc - these are E.
- M code: applied when a student has a short-term illness or medical reason (for example, sore throat, vomiting, cold/flu) and is up to 3 consecutive days (or the weekend, whichever is first). After 3 days, a medical certificate may be required. Long term illness coding will be at the discretion of the Principal depending on circumstance.
- Q code: applied to offsite learning or education opportunities approved by the Board (usually through the Principal's delegated authority) and includes Technology at MTC. It also includes events involving other Marlborough schools (e.g., (swim sports, visiting authors, leadership camp, sports tournaments etc.).
- J code: applied to students in situations such as bereavement, religious observances, Principal approved regional/national representation or emergency situations would fall under this code. Use of the J code is at the discretion of the Principal under Section 45 of the Education and Training Act 2020. The school will check in after 3 days of a justified absence to confirm circumstances have not changed (warning automatically triggered by Hero).
- E code: applied to students who are not at school and who have no reasonable excuse for being absent. Situations include trips to town, lack of before/after school care, whānau work trips, whānau appointments not covered under the D code (that reasonably could have been outside school hours - J may be considered given circumstances), out of town (not holidays - G code).
- Wairau Valley School will not use the A or N code.

8. Data Monitoring and Plan Review

- Attendance data is reviewed daily and automatically by Hero.
- The Principal and the Office staff received automated alerts about outstanding rolls and ongoing absences.
- Triggers in Hero send automatic alerts to the Principal and Office staff after 3 days absent, 5 days absent and 10 days absent.
- All interventions and whānau communications resulting from these alerts are recorded in the 'Response Activity' section of the student's Hero profile.
- The Ministry of Education receives an automatic alert after 20 days.
- the Principal to identify students in the Irregular and Moderate absence categories.
- The School Board receives a termly 'Everyday Matters' attendance report, as well as a live overview of attendance through Hero.
- This plan will be reviewed termly by the Principal, and annually by the School Board in consultation with staff, families and the community.

Ministry of Education Guidance:

- The [Ministry of Education NZ](#) provides a guide for schools and kura on managing student attendance.
- The [Ministry of Education NZ](#) refreshed attendance codes
- MOE [Stepped Attendance response](#)