



St Leo's Catholic Primary School

Compassion | Hospitality | Respect | Service | Social Justice

St Leo's Catholic School

To love, to learn, to grow in faith

Attendance Management Plan

At St Leo's Catholic School, regular attendance is essential for student learning, wellbeing, faith formation, and a sense of belonging. We are committed to creating a school environment where every child feels known, valued, and supported to attend school regularly.

Attendance is a shared responsibility between the school, students, parents, whānau, and the wider parish community. We approach attendance matters with compassion, dignity, and partnership, while meeting our legal obligations under the Education and Training Act 2020 and Ministry of Education Attendance Regulations.

This plan aligns with:

- Education and Training Act 2020
- Ministry of Education Attendance Regulations (including daily attendance, follow-up, and referral requirements)
- MOE Attendance and Engagement Strategy
- ERO expectations for attendance monitoring and response
- St Leo's Catholic School policies, including:
 - Attendance Policy
 - Pastoral Care and Wellbeing Policy
 - Health and Safety Policy
 - Child Protection Policy
 - Catholic Special Character Policy

Students are legally required to attend school whenever the school is open, unless there is a justified reason for absence. The Ministry of Education expects 80% of students to be present for more than 90% of the time. Justified absences include illness or medical appointments, tangihanga or family bereavement, cultural or religious observance, and exceptional family circumstances approved by the Principal. Parents and caregivers must notify the school as soon as practicable when their child is absent.

Roles and Responsibilities

Board of Trustees

- Ensure the school has a compliant Attendance Management Plan
- Monitor attendance data and trends at every board meeting
- Ensure appropriate resourcing and support systems are in place
- Uphold the Catholic Special Character in all attendance decisions

Principal

- Provide leadership and accountability for attendance management
- Ensure compliance with MOE regulations and school policies
- Monitor school-wide attendance data and identify trends
- Initiate referrals to the Ministry of Education Attendance Service when required
- Ensure a pastoral and equitable approach is taken

Teachers

- Mark attendance accurately and daily
- Build positive, trusting relationships with students
- Follow up on unexplained absences promptly
- Communicate attendance concerns to leadership
- Support student engagement and belonging in the classroom

Office Staff

- Maintain accurate attendance records
- Follow up on unexplained absences on the day they occur
- Keep clear documentation in line with MOE requirements

Parents and Whānau

- Ensure children attend school regularly and on time
- Notify the school promptly of absences
- Work in partnership with the school to address attendance barriers

Promoting Regular Attendance

St Leo's Catholic School promotes attendance by:

- Creating a welcoming, inclusive, and faith-filled environment
- Explicitly teaching the importance of attendance
- Building strong home-school-parish partnerships
- Recognising and celebrating positive and improved attendance
- Supporting student wellbeing, safety, and engagement
- Respecting cultural, family, and pastoral contexts

Monitoring and Data Use

- Classroom rolls are marked daily by 9:15 am and again at 2:00 pm using the school's student management system.
- Any unexplained absence is initially marked with a temporary code pending clarification.
- Attendance data is securely stored in the school's student management system and monitored daily by office staff and school leadership.
- If a student is absent and no explanation is received by 9:15 am, parents/caregivers are contacted via text message.

- If no response is received, a follow-up phone call may be made.
- Where no explanation is provided, the absence is recorded as unjustified until further information is received.

Attendance Thresholds and Stepped Responses

Early Concern (5 unjustified days in a term):

- Parent/caregiver contact to discuss reasons for absence
- Support provided to address barriers
- Support for catching up on missed learning

Ongoing Concern (10 unjustified days in a term):

- Formal written communication to parents/caregivers
- Meeting held to identify barriers and agree on a support plan
- Targeted strategies implemented to improve attendance

Serious Concern (15 or more unjustified days in a term):

- Escalated response involving school leadership
- Multi-agency support is considered, including referral to external services where appropriate

Pastoral and Catholic Approach

In keeping with our Catholic Special Character, attendance concerns are managed with:

- Respect for the dignity of the child and family
- Compassion and understanding
- Cultural responsiveness
- A focus on restoration, support, and belonging rather than punishment

Lateness

- Regular lateness is monitored and addressed
- Parents are contacted if lateness becomes a pattern
- Support is offered to address underlying causes

Justified Absences

- For illness-related absences of more than five consecutive days, the school may request a medical certificate.
- Where justified absences exceed 10 intermittent days over two terms, the school will contact parents/caregivers to discuss wellbeing and attendance support.

Celebrating and Encouraging Attendance

- Attendance is acknowledged and celebrated through certificates and school-wide recognition
- Attendance messages are shared regularly in newsletters
- Positive attendance habits are reinforced as part of student well-being and formation
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Review and Evaluation

- This Attendance Management Plan will be reviewed annually
- Review will consider:
 - Attendance data and trends
 - Effectiveness of interventions
 - Feedback from staff and whānau
 - Changes to MOE requirements

Approved by the Board of Trustees: _____

Date: _____