



Takapuna Grammar School Attendance Management Plan

Regular attendance is one of the strongest indicators of student success, and even a small number of absences quickly impacts progress. Attendance is both a legal requirement and the foundation for learning and wellbeing. Guided by our values of whanaungatanga, manaakitanga, and kotahitanga, Takapuna Grammar School is committed to supporting every student to be present and engaged every day.

Our goal is for at least 80% of students to be present for more than 90% of each term.

Attendance Impact Chart

Figures are approximate (based on 188 school days per year, rounded to the nearest week or month).

Attendance %	Time Missed per year	Lessons Missed per year	Time Missed Over 5 Years	Lessons Missed Over 5 Years
100%	0	0	0	0
95%	2 weeks	45	2 months	225
90%	4 weeks	95	1 term	475
80%	2 months	190	1 school year	950
70%	3 months	280	1¼ years	1,400
50%	5 months	470	2½ years	2,350

Students

Attendance

- Attendance is your responsibility – it is directly linked to achievement
- Monitor your attendance regularly on Kamar
- Arrive to class on time

Whānau Form Class

- Arrive by 8:40am every day except Wednesday
- If you arrive between 8:40–9:00am, go to Whānau Form Class. Your teacher will mark you as “Late” on Kamar and a note will be added to your record
- If you arrive after 9:00am, sign in at the Student Support Centre (even if caregivers have already contacted the school)
- If you arrive after 09:30am on a Wednesday morning, sign in at Student Support Centre

Leaving School Early

- If you have a leave pass (via email), show it to your teacher. If you return later, sign in at the Student Service Centre
- If you do not have a leave pass, you must sign out through the Student Service Centre. If you return later, sign back in at the Student Service Centre

If You Become Sick During the Day

- Tell your classroom teacher, who will write a note for the nurse
- Take the note to the Health Centre and give it to the nurse
- The nurse will phone home if necessary

Parents

Absences

- Inform the school as soon as possible if your student will be absent
- Absence could include arriving late, attending an appointment, etc.
- Requests for extended absence will be managed by the Deputy Principal. Email the school with the date and reason for absence

Contacting the School

- Complete the online absence form as soon as possible
- The school will record absences in accordance with Ministry of Education guidelines
- Please supply a specific reason for absence (e.g. “[Name] is attending a medical appointment” or “[Name] is sick”)

Viewing Attendance

- You can see your student's attendance live at any time via the SchoolBridge app.

Codes for students and whānau

Attendance code	Description (based on Ministry of Education rules)
P Present	<p>Student is present in class</p> <p>Student is in the sick bay</p> <p>Student has a study period</p> <p>Student is in an examination</p> <p>Student is participating in a school activity (whether on site, like a sports day, or off site, like a camp or school trip)</p> <p>Student is on work experience</p> <p>Student has been internally stood down (ie, removed from class but still at school)</p> <p>Student is attending a Secondary Tertiary Programme</p> <p>Student is attending Alternative Education</p>
L Present, Late to Class	<p>Student is present in class, but arrived late</p> <p>Student is in an examination, but arrived late</p> <p>Student is participating in a school activity, but arrived late</p> <p>Student is on work experience, but arrived late</p>
U Absent, Unjustified	<p>Student is not in class, with no explanation given</p> <p>Student has elected to stay away from class (eg, avoiding a test; went to the shops)</p> <p>Student is not at school, and the caregiver's explanation is not justifiable according to school policy (eg, went shopping for clothes; stayed home to look after family member)</p> <p>Student is on holiday during term time, in New Zealand or overseas</p>
J Absent, Justified	<p>Student is not in class, and the caregiver's explanation is justifiable according to school policy (eg, couldn't get to school due to road closure; bereavement; national or local representation in a sporting or cultural event)</p> <p>Student has a medical appointment (eg, doctor or dentist)</p> <p>Student is at home, or in hospital, because of a medical reason</p> <p>Student is away from school on exam leave or unsupervised study</p> <p>Student has been stood down or suspended</p>
X Exam Leave	<p>Student is absent studying offsite preparing for exams.</p> <p>NOTE: Time allocated to this code is not included in Ministry attendance calculations.</p>

Classroom Teachers

Important: If you notice a trend of irregular student absence please email your HOF and House Deans

- Call the roll in the first 10 minutes of class, including Whānau Form time, and ensure attendance is recorded accurately
- If a student is already marked in Kamar with another code (N/J/M/D/Q/I) and they are present in class, override the code to mark present (*) and click "entry error"
- Northern Health School students are often pre-entered as "A" – call their name when taking the roll to check if they are present, and override the code if needed
- If a note comes to students with the runner, pass it immediately to the student

Lateness

- If a student arrives late during the lesson, record as "L" for "Late"
- Ask the student the reason they are late
- Students should arrive with a note if they have been with another member of staff
- Add a comment and the time that the student arrived late on Kamar
- Managed within departments by classroom teachers and Heads of Faculty
- Continued lateness, following a conversation with the Head of Faculty, should be referred to Deans

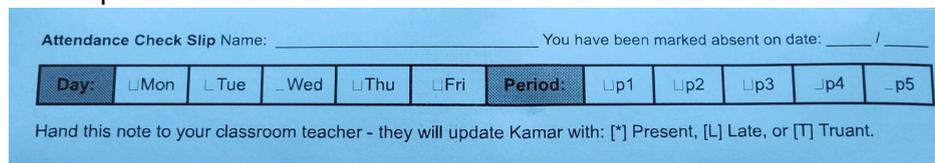
Student Responsibility

- It is the students' responsibility to rectify their attendance
- If a student queries their attendance in your class and they were present, change it in Kamar to either present (*) or late (L)
- If a student queries their attendance and they were not present, email the student's Dean
- Deans will issue the student with an after-school detention

Whānau Form Teachers

Absences Recorded as [?]

- Encourage students in your class to check their attendance on Kamar or SchoolBridge - students should take responsibility for their own attendance.
- Check your WFC previous day's attendance daily (when possible).
 - **The goal is for all the "?" to be changed to an attendance code as soon as possible.**
 - [Instructions on how to change attendance for your WFC on Kamar here](#)
- For a single period absence marked [?], have a conversation with the student
- Give the student a blue "Attendance Check" slip to take to their classroom (subject) teacher so attendance can be amended in Kamar
- Tell students it is their responsibility to rectify absence errors with their classroom teacher
- Blue slips do not need to be returned to the whānau form teacher



Attendance Check Slip Name: _____ You have been marked absent on date: ____ / ____

Day:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	Period:	<input type="checkbox"/> p1	<input type="checkbox"/> p2	<input type="checkbox"/> p3	<input type="checkbox"/> p4	<input type="checkbox"/> p5
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Hand this note to your classroom teacher - they will update Kamar with: [*] Present, [L] Late, or [T] Truant.

Whole Day Absence [?]

- Have a conversation with the student about the reason for the absence
- Ask the student to get their caregiver to contact the school with the date and reason for absence (email: absences@tgs.school.nz)

Classroom Teachers – Attendance Check

- If a student presents a blue slip, they have been marked absent [?] from your class (not a whole day absence)
- Amend their attendance on Kamar to either:
 - [*] Present
 - [L] Late
 - [T] Truant — this will show as [U] "Unjustified Absence" on a student's record (same as [?]); it will not show as Truant
- Deans will follow up all [T] entries with students

Teacher in Charge of Trips/Events During School Time

- Create a Kamar group with the list of students attending the trip/event (include instructions link if available)
- Use a clear group name, e.g. "Level 2 GEO Field Trip 5/7/26"
- One week in advance, notify Alison Whittington (Attendance Manager) of the planned absence
 - Include the name of the Kamar group (so it can be looked up)
 - Include the date and the periods students will be out of class
- One week in advance, send an AA All Staff email with:
 - The list of students attending
 - The date and periods they will be attending the trip/event

On the Day of the Trip/Event

- Call the roll as soon as possible

- Notify **Alison Whittington (Attendance Manager)** of any students who are not present so attendance can be updated

Deans

- Regularly review student attendance within their House.
- Support and guide Whānau Form Teachers to follow up on attendance concerns.
- Monitor and address any Whānau Form Teacher who is struggling or not completing the attendance process in a timely manner.
- Identify and respond to patterns of irregular attendance.
- Apply the Stepped Attendance Response once a student meets an attendance threshold.
- Collaborate with the Student Services Manager, Dean of Attendance, Classroom Teachers, Whānau Form Teachers, and Senior Leaders.

Student Services Manager

Recording Absences

- Absences are received via email (absences@tgs.school.nz), phone, and SchoolBridge.
- All absence information is entered into Kamar with the correct code and a note.
- Future absences (holidays, events, tests, etc.) and recurring commitments (meetings, prefect duties) are also entered in advance.
- Trips, events, school closures, and study leave are recorded in Kamar.
- Students enrolled in NHS are entered on a case-by-case basis.

Daily Attendance Checks

- Relief teachers complete rolls in Kamar for covered classes.
- By Period 2 (10:00am), absences should be marked as [?] for students not present in Periods 1 and 2.
- At this point, a text message is sent to both caregivers (A and B) requesting an explanation for the absence.
- Two further sweeps are done later in the day to ensure rolls are completed and to identify students whose absences may have been missed due to unfinished rolls.
- Caregiver replies are noted in Kamar and absences are updated accordingly.

Managing Late Arrivals

- Students arriving late during the day are signed in.
- Attendance is amended in Kamar, with a note added to record the reason for lateness.

Dean of Attendance

Daily Roll Follow-Up

- Each morning, check and follow up with teachers who have not completed class rolls from the previous day.
- Notifies Deans of any truancy, ongoing absences, irregular attendance patterns, or persistent lateness.

Resolving Unexplained Marks [?]

- Review all [?] entries for Year 9 and Year 10 students with the aim of ensuring attendance data in Kamar is accurate and complete by:
 - Speaking directly with individual students.
 - Emailing classroom teachers to confirm whether an unentered student was present or absent.

Deputy Principal, Attendance

- Reviews and approves leave requests emailed to m.malarkey@tgs.school.nz for extended absence over three days.

School-wide Monitoring and Reporting

- Attendance data will be analysed each term by year level, house, and student groups (ethnicity, gender, priority learners).
- Findings will be reported to the Senior Leadership Team and Board of Trustees, and key trends shared with the school community.
- Progress toward the school target (at least 80% of students present for more than 90% of each term) will be reviewed annually.

Equity and Priority Learners

- Regular analysis of attendance will identify disparities across student groups.
- Targeted supports and interventions will be developed for those with consistently lower attendance rates, in partnership with whānau and support services.

Promoting Positive Attendance

- Opportunities to celebrate student attendance will be embedded into how the school recognises success. For example, maintaining high attendance is a requirement for students to be eligible for Year 9 and 10 awards.

Student Voice

- Student feedback gathered through dean meetings and attendance planning will be incorporated into the review process. What students share will inform trends analysis and guide the ongoing development of attendance strategies and wellbeing initiatives.

Review and Continuous Improvement

This Attendance Management Plan is a living document and will be reviewed on an ongoing basis to ensure it remains effective, relevant, and aligned with Ministry of Education expectations. The review process will:

- Involve all parties – students, whānau, classroom teachers, deans, senior leaders, and the Board – so that a wide range of perspectives inform improvements.
- Draw on attendance data, student feedback, and outcomes of attendance plans to identify trends and emerging issues.
- Ensure that successes are celebrated and that strategies are refined where barriers to attendance remain.
- Be reported on regularly through leadership and governance channels, with updates communicated to staff, students, and whānau.

By embedding continuous reflection and collaboration into this process, Takapuna Grammar School commits to strengthening a culture of consistent attendance and supporting every learner to succeed.

Board of Trustees

The Board of Trustees will take all reasonable steps to ensure that students attend school regularly. This includes maintaining oversight of attendance data, monitoring progress toward school targets, and supporting leadership to implement effective strategies.

Stepped Attendance Response Plan

Absence Threshold	Actions by School	Who	Communication
Less than 5 days absent	<ul style="list-style-type: none"> Day-to-day attendance processes 	- Teachers, SSC	
	<ul style="list-style-type: none"> Publish, regularly review, and update the school's attendance processes and Stepped Attendance Response on the school website. 	- Head of Student Support	- Website
	<ul style="list-style-type: none"> Share reminders with whānau about the attendance processes and Stepped Attendance Response through the school newsletter at the start of each term. 	- Head of Student Support	- Newsletter
	<ul style="list-style-type: none"> Share weekly attendance data with students and whānau via Kamar. 	- Head of Student Support	- Weekly email via Kamar
5 Days absent	1. Letter 1 is sent home.	- Automated contact	- Formal letter.
10 days absent	1. Letter 2 is sent home. 2. Staff member follows up with a phone call to whānau.	- Automated contact - Staff member	- Follow-up phone call.
15 days absent	1. Letter 3 is sent home. 2. Meeting with student, whānau, and Dean. (This can be a phone meeting) 3. Attendance plan agreed and completed on Kamar. 4. Referral to Attendance Service	- Automated contact - Dean - Guidance - Head of Student Support	- Formal letter. - Meeting with whānau. - Meeting summary shared.
20 days absent	1. Letter 4 is sent home. 2. Referral to Senior Leader. 3. Meeting with student, whānau and SLT. 4. Referral to external agencies if required (e.g. Attendance Service).	- Automated contact - SLT - Guidance - Head of Student Support	- Formal letter. - Meeting with SLT. - Meeting summary shared. - Contact Attendance Service.