



ST JOSEPH'S SCHOOL PUKEKOHE STEP PROCEDURES 2026

REGULAR ATTENDANCE

ABSENT 1-5 DAYS A TERM

90% Attendance - Average 4 days absent a term. (19 Days over the year)

WHAANAU RESPONSIBILITY

- Contact the school to report and explain absence (phone, eTAP app, website)
- Provide a medical certificate if sick for 3 days or more (if possible)
- Send children to school each day

SCHOOL RESPONSIBILITY

- Contact the family by SMS for unexplained daily absence.
- **AFTER 3 DAYS** of absence (unexplained or explained), **teachers** are to phone home to ask after the child
- AP discuss attendance with the school community by including a section in the school newsletter
- Use in-school resources to support the family or remove barriers

BOARD RESPONSIBILITY

- Monitor school use of teacher-only days and ensure we are keeping to the MOE allowances
- Track attendance trends in the Principal's report
- Support the school to improve attendance outcomes

MODERATE ATTENDANCE

ABSENT 6-10 DAYS A TERM

80% Attendance - Average 9 days absent a term. (39 Days over the year)

WHAANAU RESPONSIBILITY

- Contact the school to report and explain absence (phone, eTAP app, website)
- Return the student to regular attendance
- Contact the school if support is needed
- Support their child to catch up on missed learning

SCHOOL RESPONSIBILITY

- The office will monitor student attendance and communicate with the principal about students of concern at their weekly meeting.
- **AFTER 5 DAYS** (not necessarily continuous) in the term of unexplained absence, **the school office contacts** the home. If it is still unexplained, the office will inform the principal.
- The principal will contact the family if a trend is present without a justified explanation (e.g. Student is absent every Monday). This will be followed up with a formal email.
- Teacher to support student to catch up on missed learning
- Use in-school resources to support the family or remove barriers (e.g. pastoral care)

BOARD RESPONSIBILITY

- Provide resources/promote initiatives to support children attending school regularly.

IRREGULAR ATTENDANCE

ABSENT 11 - 15 DAYS A TERM

70% Attendance - Average 14 days absent a term. (59 Days over the year)

WHAANAU RESPONSIBILITY

- Return student to school and support them to reach the regular attendance expectation (less than 5 days a term)
- Meet with the principal to discuss reasons for ongoing absences and together create a support plan
- Implement support plan strategies at home

SCHOOL RESPONSIBILITY

- **AFTER 10 DAYS** - principal to send **Formal Letter 1** home
- **AFTER 10 DAYS** Principal contacts Franklin Attendance Service - FAS
- Principal and Attendance Services to meet with parents to develop a support plan
- Use in-school resources to support the family or remove barriers (e.g. pastoral care)

MINISTRY OF EDUCATION RESPONSIBILITY

- Facilitate multi-agency response and support the school to improve student attendance
- Support schools to access resources

CHRONIC ATTENDANCE

ABSENT 16+ DAYS A TERM

60% Attendance - Average 19 days absent a term. (77 Days over the year)

WHAANAU RESPONSIBILITY

- Return student to school and support them to reach the regular attendance expectation (less than 5 days a term)
- Meet with the school to discuss continued reasons for absence and work together to create a support plan and implement support plan strategies at home
- Meet regularly with the school/principal to discuss the support plan and attendance requirements

SCHOOL RESPONSIBILITY

- **AFTER 15 DAYS** - principal to send **Formal Letter 2** home, delivered by school or community constable if required
- If there is no communication from whaanau, principal to send **Formal Letter 3** home
- Escalated to multi-agency response
- Implement and monitor an individual attendance improvement plan
- Engage with Attendance services and/or the Community Constable to develop a multi-agency approach
- Communicate with Ministry of Education regarding prosecution, when appropriate
- Un-enrol students who have not returned to school after 21 continuous school days without a justified explanation

MINISTRY OF EDUCATION RESPONSIBILITY

- Facilitate agency response and support the school to improve student attendance
- Support schools to access resources
- Provide direct support to parents
- Co-ordinate regional response when required