Pinehill School Attendance Management Plan

Every School Day Counts!

At Pinehill School, we are committed to a 90% attendance goal for every student.
This means aiming for **no more than 20 days of absence** across the entire school year. We have set this target because research shows it is the minimum required to ensure your child has the best possible chance of success—both now and in their future.

Why Attendance Matters So Much

Consistent attendance is the single most important factor in your child's educational journey. When a Pinehill learner is regularly present, they:

1. **Don't Miss Key Learning:** Every lesson builds on the last. Missing just two days a month adds up to an entire month of missed schooling by the end of the year!
2. **Build Strong Habits:** Showing up on time develops resilience and responsibility, preparing them for success in intermediate, college, and beyond.
3. **Stay Connected:** Regular attendance builds essential social skills, deepens friendships, and creates a strong sense of belonging within our Pinehill School whānau.

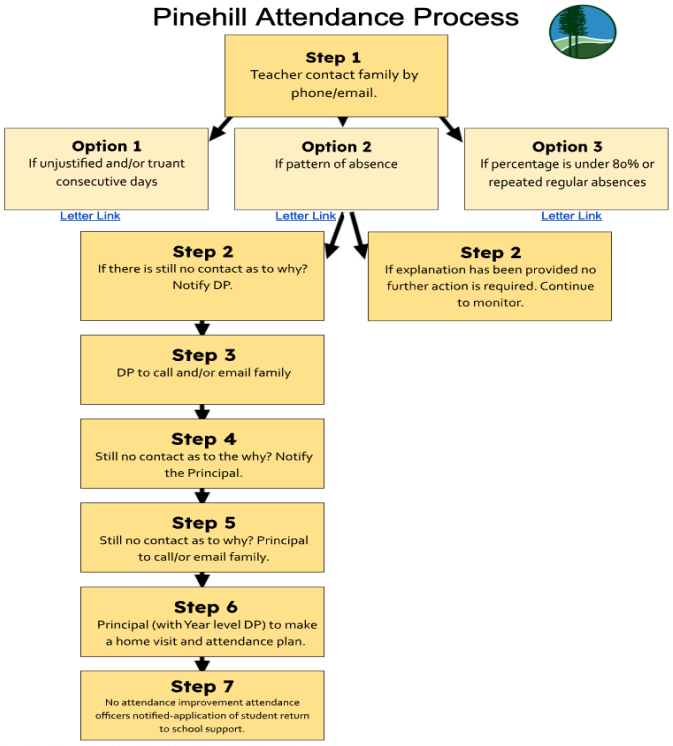
Pinehill School Stepped Attendance Response Procedures

Zone	Attendance Rate	Status	School Response
Green	**90% - 100%** Less than **5 days** absence in a school term	Regular Attendance	**Celebrate!** Your child is in the best position to learn and thrive.
Yellow	**80% - 89%** Up to **10 days** absence in a school term	Irregular Absence	**Check - in:** The Classroom Teacher will contact you to see how we can help improve attendance.
Orange	**70% - 79%** Up to **15 days** absence in a school term	Moderate Absence	**Support Meeting:** Referral to Senior Leadership. We will meet to create an attendance plan.
Red	**Below 70%** **15 days or more** absence in a school term	Chronic Absence	**External Support: We may refer to the Attendance Service (ASA) to ensure your child's safety and engagement.**

How We Will Achieve This Together

We believe that parents and whānau are our most important partners in meeting this goal. We are committed to working with you by:

- **Monitoring and Communication:** We proactively track attendance data. If absences fall below target levels, we will reach out early to keep you informed and offer support.
- **Providing a Safe Environment:** We ensure Pinehill School is a welcoming, engaging, and supportive place where your child *wants* to be every day.
- **Collaborating on Solutions:** We understand life happens. If there are barriers to attendance (e.g., transport, health, or anxiety), we will work with your whānau to find practical, confidential solutions.
- **Following a Stepped Attendance Plan:** We utilize a structured framework—the **Pinehill School Stepped Attendance Response (STAR)**—which outlines clear actions and supports we will take in response to different levels of attendance.



Pinehill School Attendance Process enlarged here

Monitoring

The principal will maintain reporting of daily attendance data.

The board will receive termly attendance reporting- including information provided by the Every Day matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration.

Parent/Caregiver Responsibility

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- notify the kura as soon as possible if their tamaiti is going to be late or absent
- Arrange appointments or trips outside of kura hours or during school holidays where possible
- Work with us (kura) to manage attendance concerns

Notifications of absences (with an explanation)

Parents/caregivers are encouraged to advise the school of an impending absence or lateness ahead of time. When this is not possible, then parents/caregivers are asked to inform the school as soon as possible, when the absence takes place (e.g. by email, Hero, phonecall).

The following methods of explaining student absences that will be accepted from parents/caregivers: an email, a phone call, a Hero notification or a face-to-face explanation.

Absence notifications: Primary Caregiver One (whoever is listed as the first contact of students who are absent without explanation will receive a SMS (text) notification advising of this and asking for an explanation by replying. Please ensure that you reply.

To advise of absence: Login to Hero to advise us of your child's absence. If no reason is provided, or the reason is an unacceptable reason for absence, it is recorded as an explained, but unjustified absence.

Recording Attendance

Students are recorded as present or absent using set attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday/overseas trip or other unsatisfactory reason), and is marked as such in our attendance register. For further information, see Attendance code MOE – a Ministry guide to attendance.

Common Attendance Codes at Pinehill School

Students are recorded as present or absent using set attendance codes as below:

Justified	
Bereavement and/or Exceptional Family Circumstances (Justified)	**J**
Medical (Justified)	**M**
School Trip/Activity (Justified)	**Q**
Appointment (Justified)	**D**
Unjustified	
Explained and considered unjustified (Unjustified)	**E**
Overseas Trip (Unjustified)	**G**

Bereavement and/or Exceptional Family Circumstances (Justified)

We acknowledge the valuable time required during bereavement and/or exceptional family circumstances. We greatly appreciate your communication in letting us know what challenges you and your family may be facing. This includes family emergencies, bereavement, and cultural events.

Medical (Justified)

If students are absent for more than 3 consecutive school days (not including the weekend) days for a medical reason, the school requires an official medical certificate to continue marking absence under the Medical Code (M – Justified). If the parents or caregiver are unable to provide one, further absence will be coded as E (Explained and considered unjustified).

Appointments (Justified)

Appointments (D – Justified). We encourage whānau to arrange appointments for your students outside of school time or during the school holiday where possible. If you need to take your student out of school for an appointment or sign them in later in the day after an appointment, we expect that they will be present for either the morning roll or the afternoon roll. Should they miss both, then the absence will be coded as M (Medical – Justified).

Overseas Trips

As a school, we are committed to ensuring the highest attainable attendance rates and to supporting the academic progress and wellbeing of all our students. While we understand the importance of family leisure and the valuable experiences that travel can offer, it is our policy, based on the Ministry of Education guidelines, **not to condone absence for overseas trips during school terms.**

According to these guidelines, **family trips during term time are considered unjustified absences.** Therefore, this type of absence must be recorded as G (Holiday during term time) which is (Explained and considered unjustified – please see the table above). This means that while we acknowledge the reason for your child's absence, it does not meet the criteria for justified absence under our attendance procedures.

We encourage you to plan family holidays during school breaks to minimise disruption to your child's education. Regular attendance is crucial for your child's academic success and social development. If you have any questions or require further clarification regarding our attendance policy, please do not hesitate to contact the school office.

We ask that you communicate your intention to take your student out of school for an overseas trip as soon as possible. **Please email extended leave application request to the principal.** This communication needs to include the dates of the trip and reason for travelling.

Please note: Events such as birthdays or special outings are not considered justified absences. If a student is absent and the reason provided does not meet the school's policy for a justifiable reason that can also be considered as an **un**justified leave.

Lateness and Early Departure

LATENESS

Students are required to be on time as per school hours in the morning. Continued lateness is recorded and followed up on by our Classroom Teachers and Year Level Leader. Consistent lateness can have a challenging impact on our students at Pinehill as our morning routines set our students up with the organisation they need to succeed through our many learning and extra curricular activities. Lateness accumulates quickly to have a meaningful impact on learning for our young people.

Leaving school early

Students who leave during the school day for any reason must follow correct procedures at all times for safety reasons. Parents or guardians must sign out their students at the reception in person. **Parents or guardians are required to sign out on the VISTAB, not the students**. Reasons for

signing out must be specific. If they are vague or do not meet or threshold for justified absences, the absence will be marked as E (Explained and considered **un**justified). To maximise their time in class, students departing early will remain in class until the parent or guardian is on site. Only then, will they be called to the reception.

SCHOOL HOURS

Monday To Friday: 8.50am – 3:00pm

Bell one 8:30am	Students are allowed into classrooms
Bell Two 8:50am	First block starts
Bell Three 10:30am	Morning tea
Bell Four 10:50am	Second block starts
Bell Five 12:30pm	Lunch
Bell Six 1:30pm	Third block starts
Bell Seven 3:00pm	School finishes

At 3:00pm students should be collected from school, or if walking head straight home. Any students not collected by 3:15pm can be collected from the hall (Premium Kids Care - PKC) If this is regular you will be invoiced for after school care. If for any reason you are running late please call the school office and let the staff know.

Legal Requirements

Ministry of Education:
Under The Education Act (2020) – all students enrolled at a school must attend when it is open for instruction, unless there is a justified reason, such as sickness or other equally serious situation that means a student cannot attend.

Pinehill School:
The school has a legal responsibility to take all reasonable steps to ensure the attendance of students enrolled at its school. This means the school has to follow up absences and lateness with appropriate interventions.

Parents/Caregivers:
Parents/caregivers are responsible for their child's attendance at school.
• A parent/caregiver commits an offense if this responsibility is not met.

Legislative compliance/ Legislation

Education and Training Act 2020

Education Attendance rules

Education (School Attendance) Regulations 2024

Reviewed: February 2026	Next review: December 2028