



# Cobden School Attendance Management Plan (AMP)

Final version approved by Cobden School Board December 2025

## Overarching Attendance Objectives and Strategic Priorities

### Why Attendance?

Regular attendance is essential for student success. It supports social development, well-being, and academic achievement.

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### Current Data

SMS reports show regular attendance is currently at 54% (July 2025).

### Success Definition

Termly targets, tracked via Student Management System (SMS), monitored by the principal and reported to the Board.

### Strategic Target

Achieve the national target

**80% of students attending over 90% of the time by 2030**



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### Legal Obligations

- All students aged 6-16 must attend school daily unless there is a justified reason (Education and Training Act 2020).
- Parents/caregivers are responsible for notifying the school.
- The Board must take all reasonable steps to ensure students attend.

### Expectations

- **Parents:** Notify absence via Skool Loop or voicemail, or other means of communication.
- **Students:** Be at school by 9:00 AM.
- **Staff:** Mark rolls accurately. Follow-up on unexplained absences is the responsibility of the admin and the principal.

## Attendance Policy

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## Attendance Management Procedures

**Daily Operations: Roll Marking:** 9:15 AM and 1:45 PM.

**Code Entry:** Teachers only use: P – Present ? – Unknown (if student is absent)

### Notification Review

- Admin staff check and download: Skool Loop notifications, texts, voicemail and emails.

### Signing In/Out Procedures

- All students sign out via Vistab if they leave early. Students arriving late are issued a late card, and attendance is adjusted accordingly in the SMS.
- If a student leaves during break time, the admin staff must notify the classroom teacher promptly to ensure awareness and student safety.

### Coding Process

- Admin staff use Skool Loop voicemail and email to update absence codes in the SMS.
- Students without a valid notification are coded as '?' until follow-up is complete.
- The principal reviews the Emergency Absence Report daily to resolve any outstanding unknowns.

### Follow-Up Protocol

- Caregivers are contacted if no notification is received.
- The Emergency Absence Report (EAR) is generated and reviewed daily by the principal.
- The Attendance Intervention Report is downloaded and reviewed daily.



## Escalation Pathways

Following the **STAR (Stepped Attendance Response)** model:

- **1-2 Days Unexplained:** Admin contact
- **3-5 Days:** Admin/principal follow-up and SMS documentation
- **6+ Days/Patterns Detected:** Principal referral, intervention planning
- **Ongoing Patterns:** STAR tiered response, external referrals (MOE Attendance Service, RTLB, Oranga Tamariki if needed)

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## 6 Monitoring and Measuring Progress

### DAILY

- SMS updated with appropriate absence codes.
- Emergency Absence Report reviewed by the principal.
- Attendance Interventions Report

### WEEKLY

- Principal, along with Admin, verify coding consistency and make corrections as new information becomes available.

### FORTNIGHTLY

- Principal reviews data dashboards for patterns.

### TERMLY

- Board receives attendance data and analysis through the Principal's Report.



## Support for Returning Students

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- Re-engagement plans for returning students.
- Reintegrate into classroom routines and friendships.
- Teacher and peer support.
- Parent updates via Hui, Skool Loop, or direct communication.

## STAR Response Integration

**STAR** steps are embedded in the admin, principal, and teaching protocols. Documented intervention levels include increased communication, whānau hui, return-to-school support, and learning reintegration plans. [Stepped Attendance Response](#)



## Review and Improvement

- Formal review every 12 months or earlier if legislation changes.
- Staff feedback is collected through staff hui.
- Whānau consultation via survey and hui.

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## Reporting

- **To Parents:** Newsletters, Skool Loop, phone/email updates.

*Note: Cobden School runs an ongoing attendance social awareness campaign, using data from the “Every Day Matters” MOE Report to inform and engage the community via school communications and social media. This campaign highlights the impact of absences and reinforces key attendance messages termly.*

- **To Board:** Termly updates in the Principal’s Report, including analysis, context, and planned next steps.
- **To MOE:** Daily attendance data submitted via SMS (automated system upload).

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## Related Policies and Resources

- Communicating with Whānau Policy
- Missing Student Procedure
- Wellbeing and Inclusion Framework
- Ministry **STAR** Framework (2025)
- Attendance Code Guidelines
- SchoolDocs Policy Portal

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## Attendance Coding Governance and Responsibilities

To maintain clean and accurate attendance data, Cobden School follows a structured coding and verification process, including delegated responsibilities and legislative alignment.

### Code Use and Responsibilities

- Teachers mark students as Present (P) or Unknown (?) during the roll at 9:15 AM and 1:45 PM.
- If a student is not present and no reason is yet recorded, teachers must mark them as '?'.
- Admin staff are responsible for reviewing daily notifications (Skool Loop, voicemail) and updating SMS codes accordingly.
- Code changes are made on the same day, before 3:00 PM, to ensure daily reporting accuracy.

### Code Validation and Clean Data

- Admin validates all entries, ensuring consistency with attendance.
- Principal receives a daily Emergency Absence Report to follow up on any unresolved '?' entries.
- Weekly reviews are conducted to verify consistency and rectify misclassifications.

### Special Code Authorities

Cobden School uses specific codes governed by the Education and Training Act 2020:

- Under Section 45, the principal may exempt a student from attendance for no more than five consecutive school days.
- This forms the basis for justified absence codes: J (Justified) and MM (Medical certificate).
- Under Section 53, the School Board may approve off-site learning.
- This is coded as Q (Present offsite – Board approved).

### Code Authority and Decision-Making

- The principal makes all Section 45-related coding decisions and delegates SMS changes to the admin
- The Board, through minute approval or policy delegation, authorises Section 53 off-site learning.
- The SMS operator (Admin) updates the codes once documentation is received and reviewed.
- Decisions about what these codes can and can’t be used for are made by the principal (Section 45) and the Board (Section 53).
- The principal has the authority to change codes directly in the SMS system as needed, including for resolved absences and Section 45 cases.
- The Board formally delegates the use of Section 53-related presence codes (Q) to the principal. This delegation is reviewed and re-approved annually by the Board of Trustees at the first meeting of each school year.