



## Caring | Confident | Contributors

Manaakitanga - Rangatiratanga - Mahi tahi

Growing caring confident contributors who are equipped to fulfil their potential in Christ

Approval	Feb. 25, 2026	Published on:	harvest.school.nz
Effective Date	Feb. 25, 2026	Review date:	July 23, 2026

Regular school attendance is a contributing factor for student success. Students who attend regularly have stronger connections with peers, increased confidence with academics, and are more involved in school sports and events.

Therefore, we have expectations that parents and guardians will do their utmost to have children in attendance, including:

- On-time arrival
- Communicating with the teacher for planned absences
- Notifying the school office of all absences

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki should be absent for **no more than one day a fortnight** to ensure that they can have continued success at school.

Harvest Christian School employs the Stepped Attendance Response (STAR) program to monitor attendance and provide notification and support to families of students with absences which may impair student learning. As a STAR school, we report our attendance to the Ministry of Education and report to parents about school trends in attendance in school newsletters.

## Baseline Data informing our Attendance Management Plan

Term 4 Attendance 2025 (from Every Day Matters)

Regular/Good Attendance	Worrying/Irregular Attendance
<b>55%</b>	<b>34%</b>
	Concerning/Moderate Attendance
	<b>7%</b>
	Very Concerning/Chronic Attendance
	<b>4%</b>

### What would success look like?

Success would look like an increase to Regular/Good Attendance, whereby more of our tamariki are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these tamariki and whānau with Worrying/Irregular Attendance.

### Annual Target: All

Regular/Good Attendance	Worrying/Irregular Attendance
<b>60%</b> ↑5%	<b>29%</b> ↓5%

### Rationale for 5% increase:

From Term 4 2024 to Term 4 2025, our Regular Attendance improved by 2%. We are therefore setting an aspirational target to move at least 5% (4 children) from Worrying/Irregular Attendance to Regular/Good Attendance.

We aim to increase Regular Attendance by 5% every year until 2030, which would meet the government target of 80% of children attending 90% of the time by 2030.

## Strategic Plan and Annual Implementation Plan

Our Attendance Management Plan sits within our Strategic Plan

- Strategic Goal 3: To nurture a culture of excellence

### Attendance Policy

Harvest Christian School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamariki and whānau and staff are responsible for reminding our community of these expectations.

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at Harvest Christian School attend when it is open for instruction (Education and Training Act 2020 s36).

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act s24). Whānau are expected to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments and trips outside of school hours or during the school holidays, where possible
- Work with the school to manage attendance concerns

Further supporting information can be found in our [School Docs Attendance Procedures](#)

### Day-to-Day Operations

Activity	Responsible	Frequency
1. Record attendance twice daily in Edge SMS	Teachers, Office admin	2x daily
2. Contact (call/text) parents of absentee students	Office admin	daily
3. Check attendance records for newly enrolled students	Principal	once
4. Share attendance records with schools to which students move on a student's last report.	Office admin	once
5. Survey parents on attendance perspectives during PT conferences	Principal	annually
6. Minimize disruptions to instructional time for extra-curricular activities	Principal	monthly
7. Provide learning opportunities for students who are not able to attend (Google Classroom,	Teachers	as required

activities for parents to continue learning from home)		
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## **Recording Attendance Procedures**

### ***Teacher/Kaiako Responsibilities***

1. Roll to be taken by the teacher BEFORE 9.10 am in EDGE.
2. Any student who arrives late to school is to report to the Office, so they can be recorded as present (late).
3. Afternoon roll must be taken BEFORE 12:40 pm.
4. There should be no need to send over paper absences to the Office, unless there is a reliever
5. in the room or the internet is down.
6. If a parent has informed you that their child will be absent for a specific reason (ie: appointment, holiday, illness), please add a note to their attendance in EDGE.

### ***Office Responsibilities***

1. The Office administrator checks the texts, emails and takes phone calls of absences in the morning.
2. The Office administrator updates attendance for all late students.
3. The Office administrator checks all classes' attendance on EDGE at 9:10 am.
4. Any children marked with a T, with no accompanying note, are then followed up by the Office administrator.
5. When replies are received, the Office administrator updates the absence with the appropriate code.
6. The Office Manager will check the afternoon roll from 1:40 pm.

### ***Family/Whānau Responsibilities***

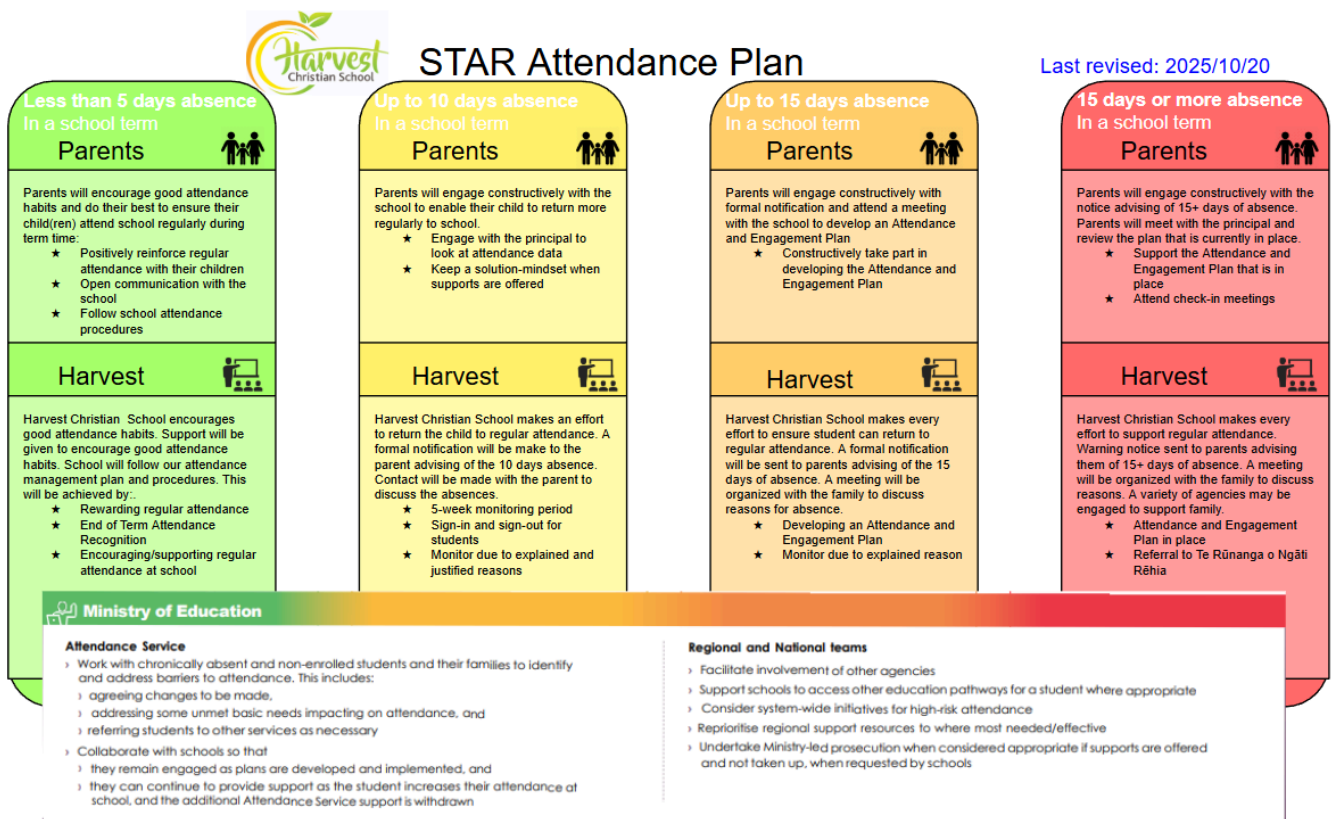
1. Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:
  - a. notify the school as soon as possible if their child is going to be late or absent
  - b. Arrange appointments or trips outside of school hours or during school holidays where possible
  - c. Work with us as a school to manage attendance concerns

# Reporting Attendance

## Principal Responsibilities

1. Every week, the Principal will:
  - a. check patterns of attendance
  - b. check for any erroneous coding in EDGE
  - c. follow up on Truant codes if no communication has been had with the whānau
  - d. adhere to the [STAR](#) thresholds
2. The principal will:
  - a. report attendance data to the School Board twice per term
  - b. provide a termly attendance report to the School Board showing the analysis of data, trends and narratives
  - c. review the Attendance Plan each term after considering the Every Day Matters Report
  - d. ensure termly attendance reports are securely stored (digitally) for 7 years

## STAR Attendance Plan



[STAR Attendance Plan](#) including letters