

**Green Bay School**  
**Attendance Management Plan**



The Government's target is for **80% of students to attend regularly**, that is to attend school more than **90% of the time**. MOE Attendance dashboard [link](#).

#### Daily Attendance Process

Each school day is divided into two half days. The roll is taken in the morning and then after lunch in the afternoon.

Students who arrive after the school bell need to sign-in at the school office using the VISTAB system and take a red late pass to their teacher.

#### **Notifying Absences**

If a student is unable to attend school, parents/caregivers must inform the school office with an explanation on why the student is absent.

- Email - [absentees@greenbay.school.nz](mailto:absentees@greenbay.school.nz)
- Phone call to the absentee line ext#2 09 8176666
- The school website absentee [page](#)

#### **Unexplained Absences**

If a student is absent and no explanation has been received, the school will contact parents/caregivers via text or email.

- If no response is received, the absence will be recorded as **Truant**
- If we receive a response, this will be changed to the correct code

Attendance codes used in New Zealand, and at Green Bay School: [Attendance Code link](#)

Our attendance data is automatically submitted each day to the Ministry of Education, who track school attendance and monitor students who are late.

Each term, the Principal receives an attendance report for student absences, based on the attendance codes used. This report is then shared with the Board.

The school receives alerts from Etap when students are away and meet the three different levels of non-attendance each term: 5-9 days, 10-15, and 15 or more days. See colour table below.

The Attendance Management Plan outlining the Green Bay School attendance procedure has been approved by the school board and implementation begins at the start of 2026.

Attendance information is on our school website.

Attendance information will be given to new parents and shared with parents at the start of each term. It will include the MOE parent flyer and the Daily Attendance Process.

The 'Stepped Attendance Response Plan' (STAR) below is how we respond to absences each term and is based on the Ministry of Education draft STAR plan. For more information, please follow this link [STAR](#).

Moderate 80-89% attendance 5-9 days absent a term	Irregular 70-79% attendance Up to 10 days or more absent in a school term	Concerning 69% or less attendance 15 days or more absent in a term
<p><b>Whānau need to</b> report why their child is absent.</p> <p>Seek support from the school if their child is struggling to attend school.</p> <p><b>Green Bay School</b> Will send a formal letter to whānau informing them that their child has reached 5-9 days of <b>unexplained</b> absence for the term.</p> <ul style="list-style-type: none"><li>- Phone call</li><li>- Letter Sent</li></ul> <p>The SLT will contact whānau to discuss reasons for absence and offer assistance.</p> <p>We may use culturally responsive practices to engage with whānau where appropriate.</p>	<p><b>Whānau need to</b> Return their child to regular attendance.</p> <p>Attend a meeting with the school to develop a collaborative support plan to return the child to regular attendance.</p> <p>Implement any support strategies at home.</p> <p><b>Green Bay School</b> Will send an escalated formal attendance letter.</p> <p>Hold a whānau hui to understand absences and develop a collaborative support plan to return the child to regular attendance.</p> <p>Request support from the Ministry of Education or Attendance West with a referral.</p> <p>We may use culturally responsive practices to engage with Whānau where appropriate.</p>	<p><b>Whānau need to</b> Return their child to regular attendance.</p> <p>Engage in the collaborative improvement action plan and implement support strategies.</p> <p>Attend regular hui with the school.</p> <p><b>Green Bay School</b> will build on the previous responses and will send another escalated formal attendance letter.</p> <p>Escalate to multi-agency response plan.</p> <p>Request support from the Ministry of Education or other agencies if appropriate.</p> <p>Unenrol student if they have been away 20 consecutive days.</p> <p>We may use culturally responsive practices to engage with whānau where appropriate.</p>

## **Attendance Procedures**

We know that consistent and regular attendance at school supports academic outcomes as well as the development of strong relationships with peers and teachers. We aim to ensure all students are provided with the opportunity to engage in high quality teaching and learning through regular attendance at school.

At Green Bay School, we have clear procedures for recording and monitoring attendance, and we work to identify and follow up on any attendance concerns.

### **School Hours**

Monday – Friday

The school grounds open at 8:30am. The first bell rings at 8:50am, and the school day concludes at 2:55pm.

We encourage all students and their whānau to arrive at school prior to the 8:50am bell to ensure a prompt and settled start to the day.

### **Lateness**

We understand that mornings can be busy, but arriving on time is important for your child's learning and wellbeing. Starting the day promptly helps them settle in, connect with their classmates, and prepare for a successful day of learning.

When students arrive late, they can miss key routines and instructions that help them stay organised and confident throughout the day. Regular lateness can build up over time and affect their learning progress and confidence.

- We appreciate your support in helping your child arrive on time each day. Students, who arrive after the school bell, need to sign in at the school office using the VISTAB system and take a red late pass to their teacher. Vistab then syncs with SMS to acknowledge Late (L) arrival into the classroom roll.

### **Student leaving early**

For health and safety reasons, students must follow the correct procedures when leaving school during the day. Parents/ caregivers must sign their child out in person at the school office, using the VISTAB system. The reason for leaving must be clear and specific. If the reason doesn't meet the Ministry criteria for a justified absence, it will be marked as E (Explained and considered unjustified). Please see the 'attendance codes' tab for further information.

The office will call for the student to come up with their bag and inform the classroom teacher. No child is permitted to leave without having been signed out at the office first.