



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

Epsom Girls Grammar School Attendance Management Plan

Strategic Direction

The School prioritises the regular attendance of all students so they can achieve personal standards of excellence academically and socially. The School has an objective of 80% of students reaching the level of regular attendance.

Board Responsibilities

The Board is responsible for taking all reasonable steps to ensure that the School's students attend the School when it is open for instruction.

The Board will comply with the provisions in the legislation in relation to student attendance by ensuring the School:

- has systems in place to monitor and manage students' attendance
- evaluates student attendance rates and undertakes appropriate follow-up
- ensures staff members understand and implement its attendance procedures via the Student Management System (SMS: KAMAR)
- appoints Student Office staff and year level Deans' teams to monitor student attendance and communicate with parents/caregivers as necessary
- supports a Stepped Attendance Response to student absence, issuing data-based thresholds to identify students
- publishes its Attendance Management Plan on the School's website

Principal Responsibilities

The Principal will be responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensuring that student absence is investigated, responded to and actions taken recorded align with the thresholds
- ensuring all students, their parents/caregivers and staff understand the procedures that support student attendance
- Reporting student attendance trends and supporting strategies to the Board

Monitoring through the Senior Leadership Team

The Principal will maintain oversight of daily attendance reporting and will meet with each Deputy Principal and year level Deans on a termly basis to monitor the School's Attendance Management Procedure, including the Stepped Attendance Response activities.

The Board will receive termly attendance reporting from the Principal using School data and the Ministry of Education's Every Day Matters data.

Relevant documents

Education and Training Act 2020
Education Attendance Rules
Epsom Girls Grammar School Student Attendance Policy

Reviewed: March 2026

Next Review: January 2029

Attendance Management Procedure – Stepped Attendance Response

Epsom Girls Grammar School's (the School) attendance procedures are designed to record students' attendance, while under the School's authority. This allows staff members to identify and respond to student attendance concerns.

The School has a stepped attendance system that identifies students and uses appropriate interventions at specified thresholds to support students to attend regularly.

Parent/Caregiver Responsibilities

Parents/Caregivers are expected to:

- ensure their daughters' comply with the requirements of the New Zealand Education and Training Act 2020 and, specifically, with the requirement for students to attend school whenever it is open
- meet their obligations to inform the School immediately of their daughters' absence and/or requests for leave
- follow the School's attendance processes and procedures

School Responsibilities

The School will:

- have systems in place to monitor and manage student attendance. Within these systems the School will evaluate student attendance rates and undertake any follow-up required
- ensure staff understand and implement the School's attendance procedures via the SMS (KAMAR)
- ensure Student Office staff and Deans' monitor student attendance, follow the School's Stepped Attendance Response (STAR) procedures and communicate effectively with students and their parents/caregivers

School Procedures

At the beginning of the School year, all teaching staff will be provided with a list of instructions outlining the process of data entry for electronic student absences. Any problems regarding the process should be referred to the KAMAR Manager.

The following process applies to students' daily attendance:

- 1 → each morning at 8:35am, an attendance roll is taken by period 1 teachers
- 2 → students who arrive late to period 1 go straight to the hall where the Director of Student Support (or, in her absence, the Head of Deans) holds them for reflection time until the end of period 1
- 3 → the roll for late students to period 1 is given to Attendance Office staff to enter into KAMAR
- 4 → any students late to periods 2-6 must go to the Student Support reception to get a late pass. Students should not be admitted to class late without a late-pass
- 5 → Subject teachers must complete their electronic roll, on KAMAR, preferably at the start of each lesson
- 6 → if a student is absent from School, a parent/caregiver must immediately complete the necessary notification on SchoolBridge (or text or call the Attendance Office). Each absence notification will be recorded on the School's SMS (KAMAR) and retained as a cumulative record for the student, and for the School
- 7 → parents/caregivers will receive an electronic communication from the School on any day their daughter is marked absent from the first two periods of that day. The Student Office administrator or Dean may also contact a student's parents/caregivers informing them of their daughter's absence when unjustified reasons are noted
- 8 → Tutor teachers will notify students of any outstanding absences (? Or T on KAMAR) that need to be cleared. Tutor teacher contacts parents/caregivers if outstanding absences are not cleared by the end of the week. Further failure to clear these will see the matter referred to the Dean

- 9 → the Student Support administrator or Dean will contact parents/caregivers when a student is absent for three or more days without any communication having been received notifying the School of an absence
- 10 → Student Support staff, Deans and Senior Leadership Team members will follow the School's STAR procedure as appropriate, for those students who are absent for 3 or more days
- 11 → Parents/caregivers may request leave for their daughter in advance; this must be in writing to the Principal via their Dean. No official leave is granted, other than for bereavements or regional/national/international representative duties for a variety of co-curricular activities sanctioned by the School.
Regional/national/international representative duties refers to instances a student is either representing New Zealand, or representing the School at a Regional or National Championships. For New Zealand representative duties, confirmation of the student's selection should be provided at the time of an official request for leave is made, with documentation attached from the National sporting body/organization. Club representative events, and sporting events students are independently registered with are not approved as justified leave.
- 12 → At regular intervals, Deans will receive a computerized list summarizing attendance and lateness for their year level
- 13 → No student is to leave the School grounds during School hours unless:
- a) the student has brought a note to the Student Support reception before 8:35am. The student will then be provided with an appropriate leave pass, allowing them to formally sign out at the Student Support reception prior to leaving the School site
 - b) for medical reasons, whereby the student must have permission from their Dean or from a School nurse. In such cases, the School nurse will contact the parents/caregivers before the student leaves the School grounds
 - c) in pursuance of authorised School activities and accompanied by a Teacher (or approved Staff Member)
- 14 → Relievers taking classes for absent Teachers are required to complete an attendance roll. The Relief Coordinator will explain this process to those completing a relief lesson
- 15 → Students and parents/caregivers will be regularly reminded via communications from the Principal and senior staff that students who are unwell should not attend School. Staying home provides students with the best environment to recover quickly and is a socially responsible action that minimizes the risk of the spread of illnesses
- 16 → the Student Support staff with responsibility for attendance, creates weekly reports of their cohort's attendance and identifies students whose attendance is of concern, either through lateness or significant or repeated absences. The Deans work with identified individual students (and other members of their pastoral team where appropriate) and use a range of strategies, including School consequences to raise attendance. If attendance does not improve, the Dean contacts parents/caregivers as appropriate and shares with them their daughter's attendance information. All parents/caregivers have access to their daughter's attendance data on a daily basis through SchoolBridge. Strategies are discussed to support the student's return to regular and timely attendance. In situations where the students regular and repeated absences and/or lateness remains of concern to the Dean, the Dean will notify appropriate external agencies and work in partnership with them to support the student, and their parent/caregiver to resume regular attendance at School or transition into alternate pathways.
- 17 → any student late to assembly goes directly to the late room (S14) after which they will stay for a 10 minute reflection during lunch time, supervised by a rostered Dean.



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School Stepped Attendance Response Activities

Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance.

Day-to-day operations			
Activities	Practice	Responsible person	Notes & Actions
Communicate with parents	Set expectations, procedures and follow-up steps the School will take when a student is absent. Use electronic Direct Messaging (eDMs), website and/or SMS/School/Bridge notifications to communicate expectations and provide guidance to parents. Parent access to live attendance data through SchoolBridge and KAMAR parent portal.	Student Support attendance staff Deans SLT	Expectations & guidance for parents on the School website. Expectations for student attendance & steps that will be taken to address attendance included in Principal's Bulletin. Work with parents & students as appropriate.
Following up absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents. Follow up daily with parents any unexplained absences.	Student support attendance staff	Daily text to parents/caregivers to be sent by 11am for all unexplained absences.
Minimise disruptions to the school day and week	The Board and SLT prioritise School hours to be open for learning	SLT Board	Staff Leave outside of STCA provisions only given in exceptional circumstances, in line with Staff Leave Policy
Assess history of new students	When enrolling, identify issues or trends in attendance history	Enrolment Manager/ Deans / DP	Utilise data provided from a new student's prior school, their parents or MOE.
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed including but not limited to referrals	Deans DPs Learning Support Department	

Students with less than 5 days absence			
Activities	Practice	Responsible person	Notes & Actions
Communicate with parents/caregivers Maintain accurate contact details	Identify all student absences Communicate to these parents	Student Support Admin Dean	Follow-up all absences to confirm reason for absence Consequence issued as appropriate
Provide students with regular updates on lates and/or absences	Provide regular communication with messages in School and/or face-to-face meetings	Dean	Updates logged in KAMAR
Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against absence. SMS sends a text from the School notifying parents/caregivers of their child's absence. Student Support administration staff check that SMS texts have been correctly sent. Student Support administration staff completes daily absence generation and associated checks.			
Students with less than 10 days absence (5-9 days)			
Activities	Practice	Responsible person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning	Phone contact to be used if this is not the first time student has met this threshold	Dean	Record information in KAMAR School consequences issued as appropriate
Support students to catch up missed learning where appropriate	Consider options to mitigate lost class time and any assessments missed	Dean & subject teacher	Check no internal assessment missed. Refer students and parents to Google Classroom and communicate with subject Teachers as appropriate
Use in-school resources as appropriate to support the student further (e.g. counsellor or nurse)	Dean to communicate with the year level Guidance Counsellor if barriers/concerns are identified that require pastoral support	Dean Guidance	Parents and student provided access to additional resources as appropriate. Consider counsellor/nurse appointments
Between 5-9 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstances – record this against the student's record. KAMAR sends daily alert messages to the Dean of the respective year level identifying all students who have crossed attendance thresholds. Year level Dean sends an email alert to parents/caregivers informing them the first time their daughter has entered this category (5-9 days absent). Phone contact is made in situations where the student has been in this category in previous terms. Dean records all actions taken in KAMAR.			
Students with less than 15 days absence (10-14 days)			

Activities	Practice	Responsible person	Notes & Actions
Leadership Team informed	Dean informs the relevant Deputy Principal	Dean	Recorded actions in KAMAR taken to DP Dean and DP determine next steps
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation	Dean DP	Record actions in KAMAR If there is no action taken due to individual circumstance, record this against student's record
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student. Consider offering a School Guidance Counsellor to be present to support the student if appropriate	Dean DP	Consider who is needed at this meeting
Use in-school resources as appropriate to remove barriers and request support from these as needed	Discuss with pastoral team what further supports are available	Dean DP	
<p>Between 10-14 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstances, record this against student record. KAMAR sends daily email alert to the Dean of the respective year level identifying all students who have crossed this attendance threshold. Dean phones parents/caregivers. Identify and record reasons given for absences and offer school support for students as above. Dean records all actions taken in KAMAR. Dean informs Associate Principal of students who have crossed into this category.</p>			
Students with greater than 15 days absence			
Activities	Practice	Responsible person	Notes & Actions
Leadership team informed	Dean informs their DP	Dean	Record actions in KAMAR DP and Dean determine next steps
Contact parent to escalate concerns	Further escalating phone call and follow up email	Dean DP	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange for meeting including parents and student. Consider who will be in attendance.	Dean DP	The meeting should be focused on an agreed plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed Participate in multi-agency response	Refer to MOE attendance services or other agencies. Support access to services and collaborating with specialists	Dean DP	Before referral, check all previous actions & records are in place. Resources & supports will continue to be provided as appropriate.

			Reintegration plan in place to return student to regular attendance.
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Dean DP	Support Plan in place Continue monitoring Steps taken to reintegrate student
<p>Over 15 days absence, investigate reasons for this absence and refer to dean and/or SLT for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstances, record this against the student record.</p> <p>KAMAR sends daily email alert to the Dean of the respective year level identifying all students who have crossed this attendance threshold.</p> <p>Dean informs DP of students who have crossed into this category (15+ days absent).</p> <p>Deputy Principal phones parents/caregivers and determines next actions, including but not limited to parent/caregiver meetings, contacting attendance services, participation in multi-agency response. Deputy Principal records all actions taken and implements/monitors any support plan involved.</p> <p>DP informs Associate Principal of actions taken and Associate Principal gives KAMAR record of actions taken to the Principal.</p>			

School Consequences (Tools)

Departmental consequence/detention	Breaches of classroom or department expectations	Supervised by Learning Areas/Departments
Lunch time reflection (Tuesday)	Two or more lates in a week or one truant (Dean allocates)	Reflection sheet filled out at lunch with Deans supervising
After school reflection (Thursday)	Non-attendance at lunch time reflection (Dean allocates)	Reflection sheet filled out after school with KNO supervising
Detention (Friday)	Serious breach of School Rules or attendance management plan (DP allocates)	1 hour detention in Hall with DP/Principal supervising

- Each of these consequences should be recorded against the student's KAMAR Pastoral record (not 'Notes')