



MANUREWA INTERMEDIATE SCHOOL



01. DAY ONE - TWO

1. Form Teacher to call home during School-wide Fitness if the student is absent.
2. If contact is made the Form Teacher documents the reason for absence on Edge
3. If no contact is made the Form Teacher documents this on Edge. Question mark (?) is coded on Edge so follow-up can be identified.
4. The Student Administrator or Receptionist calls by 12 noon and continues calling every day until the student attends.
5. Whoever makes contact asks for a medical certificate if the student will be absent for more than two days due to sickness.

02. DAY THREE

1. Whānau Leader makes contact with the family on the third consecutive day of absence.
2. If necessary, a home visit is organised in conjunction with the Form Teacher.
3. The Whānau Leader makes it clear to the whānau the school's expectations regarding attendance.
4. If no contact is made, the Whānau Leader refers the case to the DP: Pastoral Care (DP: PC).

03. DAY FOUR

1. DP: PC makes contact or organises a whānau hui if the student is absent for four consecutive days.
2. The DP: PC makes it clear to the whānau the school's expectations regarding attendance.
3. Refers the case to the Poutoko Hapori to follow up with the whānau.
4. DP: PC advises the Principal of the situation with the student and whānau.

04. FIFTH DAY IN TERM

1. If a student is absent for the fifth day in a term, the Form Teacher calls the whānau to advise concern and explain the regulations around attendance.
2. Form Teacher emails name to Poutoko Hapori to monitor attendance. Whānau Leader and DP: PC to be ccd into email.
3. If contact is made the Form Teacher documents response on Edge.
4. If no contact is made the Form Teacher documents this on Edge. Question mark (?) is coded on Edge so follow-up can be identified.
5. The Student Administrator or Receptionist to make contact.

05. TENTH DAY IN A TERM

1. The Poutoko Hapori advises the Whānau Leader and DP: PC if a student is absent for the tenth day in a term.
2. DP: PC, Whānau Leader and Poutoko Hapori hold a hui with the whānau to address concerns.
3. Poutoko Hapori continues to monitor attendance.

06. FIFTEENTH DAY IN A TERM

1. The Poutoko Hapori advises the Whānau Leader and DP: PC if a student is absent for the fifteenth day in a term.
2. Ministry involvement is initiated.

Attendance Code Decision Tree

Updated 1 April 2025



Is the student present?	Are they in class?	Is the absence approved?	Attendance Code	Description	Status
YES	YES		P	Present	Present for 1/3 day calculations
			L	Late to class	
			A	Alternative provision	
			V	Unsupervised exam study	
			N	Present but out of class	
	NO		G	Board approved offsite learning	Justified absence
			D	Approved external appointment	
			J	Explained and approved	
			M	Illness / Medical absence	
			X	Exam leave	
NO	NO	NO	U	Stood down or suspended	Unjustified absence
			T	Truant	
			E	Explained but not approved	
			G	Holiday during term time	
			?	Unknown reason (temporary)	

For more information visit: education.govt.nz/attendance-register

Secondary schools only