



# ATTENDANCE MANAGEMENT PLAN

Cambridge Middle School: Attendance Management Plan  
(STAR - Aligned)  
Effective from 1 January 2026

## Why Attending School Regularly Is Important

Regular school attendance plays a key role in your child's learning, wellbeing, and overall future outcomes. Being present consistently enables all tamariki to fully access the curriculum throughout their important primary and intermediate years (Years 1-8).

- Students who attend regularly are more likely to achieve strong academic results.
- Attendance strongly influences wellbeing and is one of its major indicators.
- Ensuring daily attendance is a shared responsibility, with parents/caregivers expected to support their child being at school each day.
- We strive to build a school culture where attendance is valued and every day counts.
- The Ministry of Education's national target aims for 80% of students to attend school at least 90% of the time by 2030.
- Regular attendance means being absent for fewer than 5 days per term

## Daily Expectations and Communication Processes

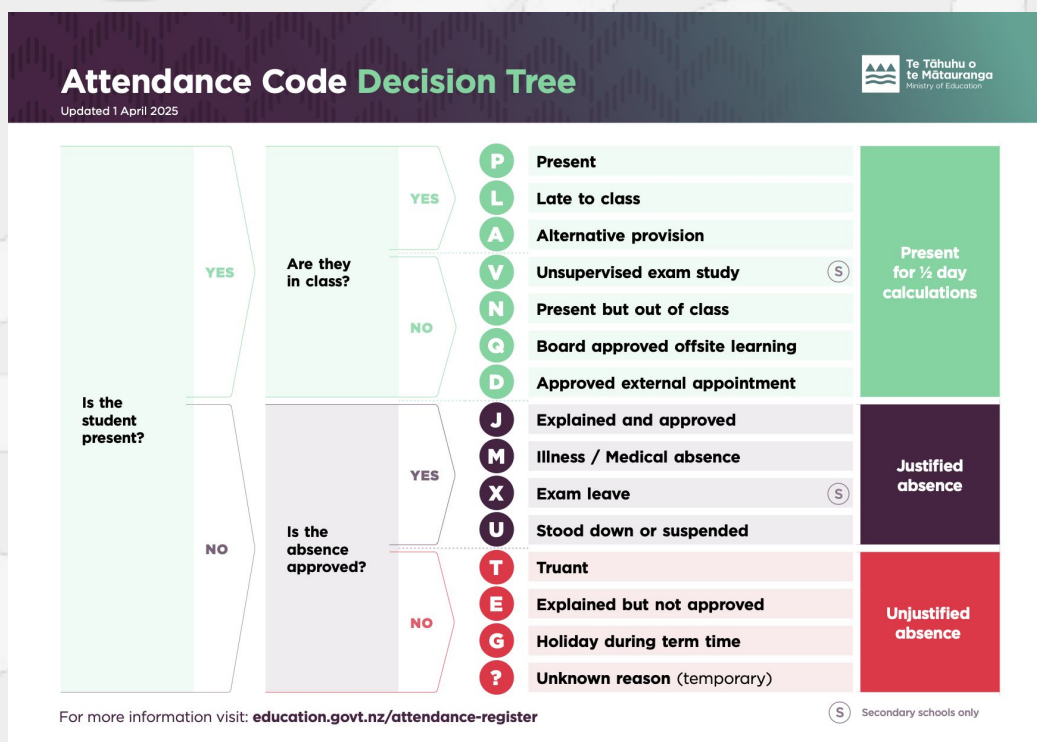
Parents and caregivers can view their child's attendance record at any time through the EDGE app. This will help you stay informed and up to date.

## Parent/Caregiver Responsibilities

Action Required	Details
Absence Notification	If your child will be away, please contact the school as soon as possible by phone, text, email, or through the EDGE app, and include the reason for the absence.
Punctuality	Students should arrive before the first bell at 8:45am and be in class, ready to learn, when the second bell rings at 8:50am. Students arriving after 8:50am must sign in at the school office.
Medical Absence	If your child is unwell for three consecutive days, the school may request a medical certificate if attendance patterns are causing concern.
Contact Details	Please notify the school office immediately if any contact information changes.

# Attendance Codes

At Cambridge Middle School, we follow Ministry guidelines and use approved attendance codes in EDGE. Absences may be classified as justified (such as medical reasons) or unjustified (such as unapproved holidays or other non-approved reasons).



**Attendance Code Descriptions**  
Updated 1 April 2025

Present for 1/2 day calculations	Justified absence	Unjustified absence
<p><b>P Present</b></p> <p>Student is present in class. This includes supervised dual tuition with Te Kura.</p> <p><b>L Late to class</b></p> <p>Student is late to class. Schools set the threshold for lateness (e.g. 10 minutes) in their school policy.</p> <p><b>A Alternative provision</b></p> <p>Student is present in a Ministry-approved alternative provision, such as a teen parent unit, alternative education, secondary-tertiary program, health school or activity centre.</p> <p><b>V Unsupervised exam study (S)</b></p> <p>Student is present in an examination or unsupervised study where the student is on-site.</p>	<p><b>N Present but out of class</b></p> <p>Student is present but out of class due to an on-site school activity (cultural or sporting event), internal appointment, temporary removal from class, or time in the sickbay.</p> <p><b>Q Board approved offsite learning</b></p> <p>Student is present in Board-approved off-site learning, including courses, school-organised activities, and work experience.</p> <p><b>D Approved external appointment</b></p> <p>Student is present but has a medical appointment which is unable to be scheduled outside of school hours (e.g. doctor or dentist and includes travel time) or is participating in court proceedings.</p> <p><b>J Explained and approved</b></p> <p>Student is absent due to explained and approved reasons (e.g. family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings).</p> <p><b>M Illness / Medical absence</b></p> <p>Student is absent due to illness or medical reasons, including mental health-related absences (e.g. anxiety).</p> <p><b>X Exam leave (S)</b></p> <p>Student is absent studying offsite preparing for exams. NOTE: Time allocated to this code is not included in Ministry attendance calculations.</p> <p><b>U Stood down or suspended</b></p> <p>Student is absent due to formal stand down or suspension. This code applies to the period of the stand-down or suspension, excluding the day it was imposed.</p>	<p><b>T Truant</b></p> <p>Student is absent without explanation or permission from a parent / caregiver (e.g. skipping class).</p> <p><b>E Explained but not approved</b></p> <p>Student is absent and the reason provided does not meet the school's policy for a justifiable absence (e.g. a parent states their child didn't want to attend sports day).</p> <p><b>G Holiday during term time</b></p> <p>Student is absent due to a holiday taken.</p> <p><b>? Unknown (temporary)</b></p> <p>Temporary code used when the reason for a student's absence is initially unknown. This will be updated once the reason is confirmed.</p>

(S) Secondary schools only

## How the School Responds to Unexplained Absences

1. If a student is marked absent without explanation, the office will send a text message (EDGE/SMS) to parents/caregivers.
2. If no reply is received, the office will follow up with a phone call.
3. If lateness becomes a pattern, the school will notify parents via email.

# The Stepped Attendance Response (STAR)

Our school uses the STAR model to monitor attendance using clear data thresholds. This approach helps us identify concerns early and work together with whānau to provide appropriate support. If your child is finding it difficult to attend regularly, we are here to help.

STAR STEP	Attendance Rate (Per Term)	Maximum Absence Days (Per Term)	School Response & Action
GOOD	90% +	Less than 5 days	<b>Goal:</b> Maintain consistent attendance. You will receive attendance updates that recognise our Attendance HEROs and acknowledge students' effort
WORRYING	80%	Up to 10 days	<b>Goal:</b> Improve attendance to above 90%. Class teacher to make contact with home and an email or letter sent. This is your <b>first formal notice</b> , and a discussion is needed to explore how we can work together to support this.
CONCERNING	70%	Up to 15 days	<b>Goal:</b> Re-engage students and improve attendance. This is an <b>escalated formal notice</b> , sent via email or letter. A meeting is required to develop a support plan, and parents are expected to work collaboratively with the school.
VERY CONCERNING	Less than 70%	15 days or more	<b>Goal:</b> Intensive intervention. A <b>warning notice</b> is issued with potential legal or referral action. Parents are advised of their legal responsibility and ongoing concerns may be sent to the ministry for prosecution. <a href="#">AMP Slides</a>

## Support Options (Barrier Reduction)

- Pastoral and wellbeing support
- Learning Support
- Help with routines, anxiety, transport options and uniform
- Referral to external agencies when appropriate

## How to Ask for Support

If you need assistance with getting your child to school consistently, you can contact us by:

- Speaking directly with your child's classroom teacher
- Emailing [attendance@cms.school.nz](mailto:attendance@cms.school.nz) or [nataliemarsh@cms.school.nz](mailto:nataliemarsh@cms.school.nz)
- Phoning the school office: **07 827 5135**