

Al-Madinah School

Attendance Management Plan



Purpose

Al-Madinah School has procedures to record and monitor attendance and identify and follow up on concerns. We share attendance expectations with students and their parents/caregivers, and staff are responsible for reminding students of these expectations. This plan outlines current practices and expectations, with specific notes for Primary and Secondary school operations.

Primary School Attendance Procedures (Years 1–8)

Recording Attendance

- **Classroom teachers** are responsible for marking attendance using the **Helix** system by **8:40am**.
- **Relievers**: For primary classes, the office provides a class list for the **AM and PM roll calls**.
 - The **reliever** must mark the attendance on the provided list and send it to the **office** by **8:45am** for the first roll call.
 - The **office** will mark the attendance in **Helix** and return the list to the class for the second roll call.
 - After the second roll call (after lunch), the **reliever** should send the marked list back to the office to confirm any changes or late arrivals.
- **Classroom teachers** ensure that all attendance is recorded correctly, including any students arriving late or leaving early.

Self-Service Sign-In Kiosk - Primary School

- Students arriving late must **sign in at the office** using the **self-service sign-in kiosk**.
- The kiosk will print a sticker for the student, which they must take to their teacher as proof of signing in.

- Any student caught signing in for another student will be dealt with accordingly.
- The **office** will update the attendance in **Helix** accordingly.

Monitoring Attendance

- Teachers must notify the **AP** of attendance concerns (e.g. patterns of lateness or frequent absences).
- The school contacts families if no explanation is received for an absence by the end of the week.

Secondary School Attendance Procedures (Years 9–13)

Recording Attendance

- **Subject teachers** are responsible for marking attendance **each period** using the **Helix** system.
- **Class** attendance is recorded in the morning (by 8.40am) by homeroom teachers.
- **Relievers and Specialist Teachers:**
 - All relievers will know what class they are teaching and accordingly will pick the class list from the school office for the purpose of roll marking.
 - If a **reliever** is covering a secondary form class, they should report attendance to the **office staff** as soon as the lesson begins by sending the paper roll to the office staff.
 - Office staff will provide the relievers with the relevant **attendance kit** - paper copies. Attendance will be recorded by the office staff,
 - Attendance for internal cover must be marked by the assigned internal cover teacher.
 - The **office** updates the records in **Helix** as necessary.
- Students arriving late must **sign in at the office** using the **self-service sign-in kiosk**.
 - The kiosk will print a sticker for the student, which they must take to their teacher as proof of signing in.
- Students must have permission to leave school during the day and must sign out at the office.

Self-Service Sign-In Kiosk - Secondary School

- Students arriving late must **sign in at the office** using the **self-service sign-in kiosk**.
- The kiosk will print a sticker for the student, which they must take to their subject teacher as proof of signing in.
- Any student caught signing in for another student will be dealt with accordingly.

The **office** will update the attendance in **Helix** accordingly.


Monitoring Attendance

- **Class and Home room teachers** monitor patterns of absence and lateness using **Helix**.
- Class Teachers, Home room teachers and Subject teachers refer concerns to relevant APs for follow-up.

Reporting Absences (All Students)

Parents and caregivers must notify the school if their child is absent.

Expected method:

- Email the school **before 9:00am** to:
 **absences@al-madinah.school.nz**
This allows the Admin Team to enter the correct Ministry of Education attendance code before automated text messages are sent to parents.

This process has been communicated in newsletters and will be updated as and when needed.

Early Pick-Up Procedure

Primary and Secondary School

- When a student is being picked up **early**, the **office** will send a note to the **classroom teacher** to inform them.
- The **teacher** will send the student to the **office** once notified.
- If the office identifies a trend of a particular child being picked up at a particular time the office will inform the SLT.
- It is advisable that students are not to be picked up during Salaah time unless there is an emergency.

Sign-Out Process

- The **parent or caregiver** must **sign the student out** at the **office**.
- **Verification:** The **office staff** will:
 - **Recognise** the parent or caregiver picking up the student.
 - If the person is **unfamiliar**, the office staff will **confirm their identity** with the parent or caregiver before the student is released.

If the office is unsure, they will **call the parent or caregiver** to verify the person authorised to pick up the child.

Weekly Attendance Reports

For Teachers

- Every **Sunday**, teachers receive a **weekly attendance report** in **PDF format** via email.
- These reports are generated from **HELIX** and provide a **summary of student attendance** for the selected week.
- For **Secondary**, attendance is displayed **by period** and for **Primary**, attendance is reported based on **AM and PM roll calls**.

For Parents/Caregivers

- Parents and caregivers also receive a **weekly attendance summary** for their child/children.
- This report shows whether the student has been **present, absent, or late** during the week.
- The summary helps parents stay informed and encourages early intervention if there are patterns of absence or lateness.

Unexplained and Concerning Absences

If a student is absent and no reason is received:

- Helix sends an automated message via text, phone call, or email.
- If absence patterns persist, the school:
 - Arrange a meeting with parents and the student
 - Refer to external agencies such as Attendance Services, SWiS
 - Escalate via the Board or Attendance Officer or LSC

Recording Planned Absences

Under the **Education and Training Act 2020 (s 45)**:

- The Principal may approve up to **5 days** of absence for a justified reason (e.g. illness, bereavement, tangihanga).

- Requests for extended absences must be sent **at least 1 week in advance** and may be approved at the school's discretion.

Attendance Compliance

- Attendance data is submitted daily to the Ministry of Education as per the **Education (School Attendance) Regulations 2024**.
- Al-Madinah School keeps records for 7 years and tracks regular attendance targets.

Parent and Student Responsibilities

- Ensure children attend school regularly and on time.
- Avoid booking appointments during school hours - where possible.
- Travel during the school term is strongly discouraged. Prior approval is required.
- Longer periods of absences may result in de-enrolment.
- Inform the school about absences using the correct process.

Intervention for Extended or Persistent Absences

The Learning Support Coordinator (LSC) records all frequent latecomers and absences in a designated register. Students with ongoing issues are spoken to directly and the parents/whānau are contacted for further discussion and support.

Where necessary, school-based interventions will be initiated. Persistent concerns will be escalated to SLT and/or external agencies such as Attendance Services (SWIS). All actions will be recorded in the SMS, and outcomes will be regularly reviewed to guide future responses.

Ministry of Education Attendance Codes

Presence

A student is present if they;

P are physically present in class,

L arrive late to class within school/kura determined thresholds,

A are physically present in alternative provision,

V are engaged in onsite exams or study,
N are temporarily out of class either at school,
D or in an appointment,
Q or are engaged in Board approved learning

Justified absence

A student is justifiably absent if they;

M are ill/unwell,
U have been formally stood down or suspended,
X are engaged in offsite study for exams
J or the school principal has approved their absence.

Unjustified absence

A student is unjustifiably absent if;

? the reason for the absence is not yet known,
T they are absent without parent/caregiver permission,
G they are taking a holiday during term time,
E or their absence is explained but not approved
by the principal.