



HOMAI SCHOOL ATTENDANCE PROCESS

Day 1-2 Initial Follow-up

If your child is absent and the school has not been notified:

The Attendance Officers (Whaea Hope & Whaea Helan) will:

- Call home to confirm the reason for absence and record the reason in Edge
- If no explanation is received, code the absence with a question mark (?) and continue attempts to contact whānau
- Monitor attendance daily
- If absence is due to illness for more than three consecutive days, a medical certificate may be requested

Purpose:

To confirm student safety and understand the reason for absence quickly.

Day 3 Early Intervention

If the absence continues to Day 3:

The Attendance Officers will:

- Contact whānau to discuss the ongoing absence and explain Homai School's expectations around attendance
- Identify any barriers to attendance and document the conversation in Edge with continued monitoring

If no contact is made:

- The case is escalated for follow-up & a home visit may be scheduled

Purpose:

To provide early support and prevent patterns of non-attendance.

Day 4 Refer to Deputy Principal

If absence continues:

The Deputy Principal (Mrs Woodard) will:

- Make direct contact with whānau and organise and a hui to clearly outline school expectations for attendance
- Discuss the impact of absence on learning
- Identify barriers and solutions. Set goals for return to school for whānau and student
- Initiate an Attendance Improvement Plan if required

Purpose:

To formally engage with whānau and agree on clear actions for improvement.

Day 5 Attendance Concern

If a student reaches 5 days absent in a term:

The Deputy Principal will:

- Formally notify whānau of attendance concern and develop a written Attendance Support Plan
- Identify barriers and agreed strategies
- Set clear goals and review dates as well as monitoring attendance weekly

If attendance does not improve:

- The Principal is informed
- Referral to the Attendance Service may be made
- Additional support agencies may be engaged

Purpose:

To establish structured support and accountability.

Day 10+ Attendance Referral to MoE

If absences reach 10+ days in a term:

- A formal meeting is held with whānau, DP & Principal
- The Attendance Service is formally engaged
- Ministry regional support requested
- MoE Referral



Reporting an Absence

If your child is going to be absent, please let us know using one of the following methods:

Phone

Call the school office on
09 266 8918
Follow the prompts for
"Absences."

Skool Loop App

Log your child as "Absentee"
using the Skool Loop app
(free to download).

Email

Email us at:
office@homai.school.nz



Inform Teacher

You may also let your child's
classroom teacher know
directly.

Text Message

Send a text to the school on
021 631 332 with:

- Your child's name
- Room number
- Reason for absence
- Or reply to SMS sent at 9:30am

In Person

Visit the School Office /
Attendance Cabin and speak
directly with Whaea Hope or
Whaea Helan to report the
absence.

If no reason is provided, the absence will be recorded as unexplained, and you will receive a follow-up call from our Attendance Officers, Whaea Hope or Whaea Helan.



Our Commitment to whānau

1

Responsiveness

Contact you when your child is absent

2

Respect

Work respectfully and collaboratively

3

Support

Identify and help remove barriers

4

Prevention

Provide support before escalation

5

Wellbeing

Keep student wellbeing at the centre of every decision

6

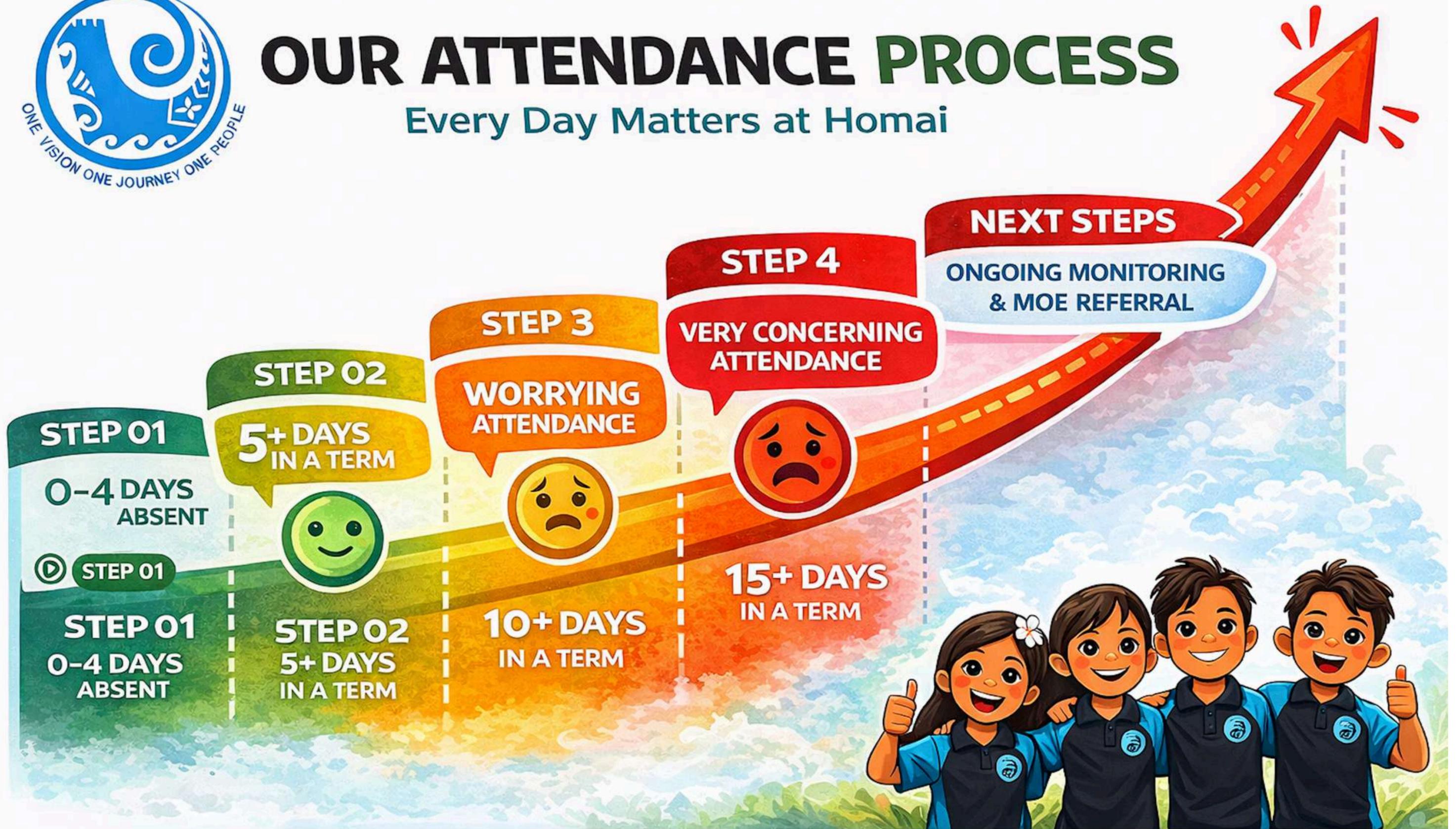
Communication

Communicate clearly and consistently so you always understand what stage your child is at and what the next steps will be



OUR ATTENDANCE PROCESS

Every Day Matters at Homai





Attendance Roles at a Glance

One Vision • One Journey • One People

01

TEACHERS

Prevention & Early Response

Teachers will:

- Take accurate rolls twice daily
- Follow up unexplained absences quickly
- Inform the Attendance Officer of ongoing concerns
- Encourage positive attendance habits
- Support students to catch up on missed learning
- Record attendance concerns in Edge

Teachers are the first line of support.

02

PARENTS / WHĀNAU

Whānau will:

- Ensure their child attends every day they are able
- Notify the school promptly if their child is absent
- Provide a valid reason for absence
- Provide a medical certificate if requested (3+days)
- Attend meetings (hui) if attendance becomes a concern
- Support agreed Attendance Plans

Attendance success starts at home and is strengthened through partnership.

03

STUDENTS

Responsibility & Engagement

Students will:

- Attend school daily and arrive on time
- Participate actively in learning
- Communicate if they need help
- Catch up on missed work

Every day at school builds success.

04

BOARD OF TRUSTEES

The Board will:

- Approve and review the Attendance Management Plan
- Monitor attendance data each term
- Ensure compliance with Ministry of Education regulations
- Support leadership to implement effective processes
- Review the plan at least every three years

The Board ensures attendance remains a school priority.

♥ The Best Days Start On Time at Homai

Why It's Great to Arrive On Time at Homai!

🍳 Breakfast Club

- 8:15am – 8:45am
- Start your day with kai and connect with friends.

⚽ Morning Sports & Games

- 8:00am – 8:40am
- Sports equipment is out – play, move, and have fun with your friends!

🏫 Classrooms Open at 8:30am

Come in early to:

- Catch up with friends
- Finish homelearning
- Get organised
- Settle in calmly before learning begins

ARRIVING LATE TO
Homai School

SCHOOL STARTS AT
🕒 **8:50AM**

IF YOU ARRIVE
AFTER 8:50AM...

Whaea Helan Whaea Hope

- 1 REPORT TO THE **ATTENDANCE CABIN**
- 2 COLLECT A **LATE PASS** FROM **WHAEA HELAN OR WHAEA HOPE**

🕒 PLEASE AIM TO **ARRIVE EARLY** SO STUDENTS HAVE TIME TO **SETTLE & MAKE THE MOST** OF THEIR LEARNING.

ONE VISION ONE JOURNEY ONE PEOPLE