

INTRODUCTION

The Ministry of Education has requirements for the College to record student attendance data every day we are open for instruction. This is a requirement of the Education and Training Act 2020, and the Education (School Attendance) Regulations 2024. Under section 237A (Attendance records), the Secretary for Education has published rules setting out administrative and procedural requirements relating to attendance records. These rules are published in the New Zealand Gazette.

<https://www.education.govt.nz/education-professionals/schools-year-0-13/attendance-and-enrolment/daily-attendance-reporting>

PURPOSE

The purpose of this document is to ensure that Bethlehem College has operational systems in place to effectively monitor and manage student attendance.

REQUIREMENTS

Students must attend College on all prescribed days where the school is open for instruction, and must be punctual, unless:

- The student is late, and the school has received prior notification via the SchoolBridge app or an email from their parent or guardian explaining the reason.
- The student is sick or attending a medical appointment, or there are extraordinary circumstances (like a bereavement) in which case the student's parent or guardian must inform the school office prior to, or on, the date of absence.
- Permission to be absent for 5 or more consecutive days has been sought and obtained from the Head of School in advance; this must be done in writing to the Head of School via absences@beth.school.nz

NB: Permission will not be granted for reoccurring appointments/activities during school hours, such as tutoring and sports training. The only exception may be due to national level representation.

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 teaching staff understand and implement the College's attendance procedures via the Student Management System (Kamar).
- Appoint office staff, Whānau leaders and Deans to monitor student attendance and communicate with a student's parents/legal guardians as necessary.

Parents/legal guardians will:

- Meet their obligations to inform the College prior to, or in a timely manner, of their child's absences and/or requests for absence whether daily or longer periods of absence.
- Ensure their child's compliance with the requirements of the New Zealand Education and Training Act 2020 and, specifically, with the requirement of the child to attend school on days it is open for instruction.
- Meet their obligation to engage with College staff should any irregularities of attendance concerning their child be reported.

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Students will:

1. Meet their obligation to attend school on all prescribed term dates, and to be punctual, unless they are sick, late with justified reason, absent due to extraordinary circumstances, or have permission to be absent.
2. Meet their obligation to attend all timetabled lessons, and to be punctual, unless they have justified reason to be absent.
3. Meet their obligation to notify subject teachers prior to the lesson, should they be justifiably absent, and to arrange catch up work if necessary.
4. Meet their obligation to seek out subject teachers and explain any absence from class.
5. Comply with the College's attendance procedures below.

COLLEGE PROCESSES FOR REPORTING ABSENCES

Bethlehem College has a responsibility every day to accurately account for all students.

It is a Ministry of Education requirement to have a parent explanation of a student's absence. This allows for the correct attendance code to be assigned.

Reporting student absence - Parents

- When a child is absent, the parent/legal guardian must notify the school by 8:30am on the day of absence or prior to the day.
- If the absence is for more than one day, parents should advise of this in their message.
- Not reporting a child's absence either before or on the morning of their absence will result in a text message being sent via our notification system. This is a safety measure.

BC Tauranga parents can report absence in two ways:



SchoolBridge App



Email: absences@beth.school.nz

BC Chapman parents can do this in three ways:



Email: office.chapman@beth.school.nz or
Absences.chapman@beth.school.nz



Phone: 07 346 1492



SchoolBridge App

Extended absences are to be notified in writing to absences@beth.school.nz or absences.chapman@beth.school.nz as appropriate.

PLEASE NOTE: Students are not permitted to report their own absences OR to sign themselves out without a parent being present. There are however, exceptions to this rule for Y12 and Y13 students in some cases, please refer to the specific Secondary Processes.

Text messages on student phones are not acceptable as parent notification of an absence.

The same applies to students having to sign out early – parents must notify the school via the specified channels. This is a Ministry of Education requirement.

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Medical Certificates

If a child is absent from school for more than 5 days due to ill health, a medical certificate is required. Medical certificates are important to justify absence from school due to illness. Where there is consistent and/or intermittent illness the school can also request a medical certificate.

Please email the medical certificates to absences@beth.school.nz for BC Tauranga parents and to office.chapman@beth.school.nz or absences.chapman@beth.school.nz for BC Chapman parents.

COLLEGE PROCESSES FOR RESPONSE TO STUDENT ABSENCES

It is very important that students arrive on time for school with enough time to prepare for the day. Like frequent absence, lateness has a detrimental effect on children's learning and wellbeing. Regular latecomers are monitored and liaison with families will be initiated.

Student Arriving to School Late

Please refer to specific Primary, Chapman or Secondary process later in this document.

Student Leaving Campus for an Appointment or Leaving Early at the end of the School Day

Students must not leave the school grounds during school hours unless notification from home has been received in advance.

Parents/caregivers are required to submit an "exit pass", via SchoolBridge, to the College by 9:30am notifying the College of their request for their child to leave the school grounds. The exit pass does **not** give permission for the student to sign out at the office without a parent present (with the exceptions specific to Y12 and Y13).

Should the parent be unable to access SchoolBridge, they may email absences@beth.school.nz or absences.chapman@beth.school.nz as appropriate. Any such email notification must be submitted to the College by 9.30am.

All students must report to the Office before leaving the grounds and a parent or caregiver must come to the Office to sign them out. (The only exception to this rule is Y12 and Y13 students who are registered to park at school – refer to Secondary process)

All students must sign back into school at the Office when they return.

Students who become Sick or Injured

Students who become sick, or injured during school hours, must report to the Office or Sick Bay as appropriate. Only when a parent or caregiver has been contacted by the office staff will the student be released to go home with their parent or caregiver. Students are **NOT** to text/phone parents/caregivers to collect them from school. We rely on parent co-operation and assistance with this procedure, so we can ensure the safety of all students.

Students attending Onsite Itinerant Music or Speech and Drama Lessons

1. Itinerant music staff are required to complete a paper roll for every lesson. These must be submitted to the School Office before 3pm. The office staff will update the students' attendance records on Kamar, for both Primary and Secondary students, with the appropriate code for music lessons.

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2. Likewise, Speech and Drama staff should also submit a paper roll to the Office to record attendance on Kamar for Speech and Drama lessons for both Primary and Secondary students.

RESPONDING TO ABSENCE THRESHOLDS

BC Tauranga Campus

1. The Attendance Administrator monitors the list of students with five or more days absent in a term and makes pastoral entries on Kamar to link to the specific intervention undertaken.
2. For Y7-Y13, referrals are made to Deans and Whānau leaders on a case-by-case basis.
3. For Y0-Y6, referrals are made to the Primary Leadership Team.
4. The process for escalation follows the Stepped Attendance Response (STAR) found in the Appendices at the end of this Procedure.

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BC SECONDARY PROCESSES Y7-Y13

Arriving at School Late

Any student arriving late, up till 9am, must report directly to their period one class. Any student arriving late to school from 9am onwards is required to sign in on their arrival at the Office.

Students Leaving Early or for an Appointment

Students must report to the Office to have their request to leave early authenticated and obtain a pass to leave the school grounds. Parent or Caregiver must come to the Office to sign them out. The only exception to this rule is Y12 and Y13 students who are registered to park at school. These students can sign themselves out **after their request to leave has been authenticated**.

RECORDING STUDENT ATTENDANCE AND FOLLOWING UP ABSENCES (Year 7 – 13)

Bethlehem College has a responsibility to accurately account for all students at all times.

The following procedure must be followed in the recording of student attendance:

1. The student roll must be completed on Kamar, by teachers, within the first 10 minutes of each lesson – marked either “Present” or “Not in Class”. Teachers must then press Finished.
2. Teachers must adjust the roll when a student arrives late for class (“Late to Class”). If a student arrives late to a period one class, the teacher needs to enquire about the reason for the late. If it is a late bus, the teacher needs to click on Late to Class and select Late Bus.
3. If parent notification has been received for an absent student the office staff will update the attendance code on Kamar.
4. If no notification has been received, parents receive an SMS message at 10am to inform them that their child is absent and they must notify the College of the reason for absence. It is vital that rolls are taken accurately so that this message is not sent in error.
5. Subject teachers must take note of student absences that are unjustified or unexplained especially if a student is absent for their lesson while recorded as present in other lessons on that day. The student must provide justified explanation to the teacher for their absence from the lesson otherwise they will be recorded as absent without explanation.
6. Once all rolls are completed the Attendance Administrator will print daily lists of students with a “?” (absence without explanation). These lists will be placed in K-group folders before the end of the day for K-group teachers to distribute to students the next day for follow-up.
7. The student must follow up with the relevant subject teacher to explain the “?” as soon as possible. Should the explanation be acceptable to the subject teacher, the entry should be changed to the appropriate code. If not, the subject teacher should change the “?” to a “T” and enter this on Kamar so that the Dean or Whānau leader is notified. Deans and Whānau leaders will follow up on this truancy and respond accordingly.
8. At the end of each day, should the entire day still be “??????”, the Attendance Administrator will follow-up with parents. These parents will receive an Absence Follow-up letter with a request to notify the Office the reason for absence.
9. When a student is likely to be absent from school for longer than three days, the parent is required to inform the Office. If the Office has not been notified by the parent for an absence of more than three days, the Attendance Administrator is responsible for contacting the parents to establish the reason for the student’s absence.
10. Each Tuesday the Data Manager emails an attendance report to parents/caregivers with details of unexplained and truant codes remaining for any lessons in the previous week.

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Parents are required to explain the reason for the absence to the teacher recording the absence.

11. Deans and Whānau leaders can access a list summarising attendance and lateness for their Whānau or year level on Kamar. Deans and Whānau leaders will print a summary of the previous week's attendance to check that all "?" have been addressed. They will follow up with K-group teachers as necessary.
12. Should a student still have a "?" remaining on their record, the Dean or Whānau leaders may issue the student a detention for not following up on their unexplained absences.
13. Day relief teachers and staff supervising absent teachers' classes must complete the roll on Kamar. If they cannot access Kamar they should complete a paper attendance roll. This should be submitted to the Office for recording as close to the beginning of the lesson as possible.

NHS ENROLLED STUDENTS' ATTENDANCE

Secondary SENCO to advise Attendance Administrator of individualized attendance requirements.

Y7-Y13 ASSEMBLY / YEAR LEVEL ASSEMBLY / HAUORA ASSEMBLY ATTENDANCE

K-group teachers are responsible for marking the roll on Kamar for these assemblies.

SENIOR SECONDARY HOUSE ASSEMBLY ATTENDANCE

1. The Attendance Administrator prints House rolls by year group and puts the rolls in the House Mentors' tray and emails them to advise accordingly.
2. On the day, the Attendance Administrator will pre enter the period as "N" for the House Assembly.
3. House mentors collect rolls and co-ordinate accurate roll marking in the assembly.
4. Rolls need to be returned to the Attendance Administrator as soon as possible.
5. Attendance Administrator will adjust students' attendance code if they are absent.
6. All K-group teachers to FINISH the roll on Kamar for that assembly period.

JUNIOR SECONDARY HOUSE ASSEMBLY ATTENDANCE

Students report to K-group for roll to be taken before going to Assembly.

RECORDING STUDENT ABSENCES Y7-Y13 HALF DAY CLOSURE (e.g. Parent teacher conferences)

If only Y7-Y13 closure (i.e. the Primary school/BC Chapman remain open for instruction), the Attendance Administrator, following authorisation from Head of School, will pre-enter the appropriate periods with the appropriate MOE code.

If all three schools, Primary and Secondary, and BC Chapman, are closed for instruction, the Attendance Administrator, following authorisation from the Heads of School, will advise the Data Manager to remove these periods from the Kamar timetable so rolls do not need to be marked.

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EXAMS - MARKING ATTENDANCE AND FOLLOWING UP ABSENCES

ATTENDANCE DURING INTERNAL EXAMS

1. For senior internal school examinations all students get a pre-entry with "V", entered by the Attendance Administrator.
2. The Exam Manager needs to ensure that the manual Attendance rolls are filled out and that the sheets have the HODs name and code on the top.
3. After 45 minutes, the Exam Manager collects attendance rolls and brings them to the Attendance Administrator who amends the codes on Kamar for those who are absent.
4. All normal codes are applicable for absences.
5. Sheets are returned to Exam Manager for record.

Monitoring

1. A pastoral entry (absent from exam) is created on Kamar.
2. Attendance Administrator emails the Absence from Exam Follow Up Letter to the respective parents.
3. Attendance rolls and SAC rolls are taken by the Exam Manager and recorded appropriately.
4. Attendance rolls are returned to HODs.

Follow-up

If we haven't had any communication from the parents post the Absence from Exam Follow Up Letter, then Attendance Administrator informs the HODs to follow up via phone.

RECORDING ATTENDANCE DURING Year 9/10 SCHOOL EXAMINATIONS

1. For internal school examinations for year 9 and year 10, students are pre-entered with "N" by the Attendance Administrator.
2. Attendance rolls are completed and handed to the Attendance Administrator.
3. All normal codes are applicable for absences.

Monitoring

1. A pastoral entry (absent from exam) is created on KAMAR.
2. Attendance Administrator emails the Absence from Exam Follow Up Letter to the respective parents.
3. Attendance rolls and SAC rolls are taken by the Exam Manager and recorded appropriately.
4. Attendance rolls are returned to HODs/Y9 Whānau leaders.

Follow-up

If we haven't had any communication from the parents post the Absence from Exam Follow Up letter then the Attendance Administrator informs the HODs and Whānau leaders for follow up.

CAA EXAMINATIONS

The Attendance Administrator will pre-enter code "V" for all students sitting the CAA examination.

Monitoring

1. A pastoral entry (absent from exam) is created on KAMAR.
2. Attendance Administrator emails the Absence from CAA Follow Up Letter to the respective parents.
3. Attendance rolls and SAC rolls are taken by the Exam Manager and recorded appropriately.
4. Attendance rolls are returned to the Mathematics and English HODs.

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BC PRIMARY PROCESSES Y0-Y6

Arriving at School Late

Any student arriving late is required to sign in on their arrival at the Primary Office. The receptionist will mark the student as Late on the class roll on Kamar.

RECORDING STUDENT ATTENDANCE AND FOLLOWING UP ABSENCES (Year 0 – 6)

1. The student roll must be completed on Kamar, by teachers, by 9am and again by 1:40pm – either “Present” or “Not in Class”. If the reason for absence is known, the appropriate code must be entered under “Other”. (See codes below). Teachers must press Finished.
2. If parent notification has been received by the Primary office receptionist for an absent student, the Primary receptionist will update the attendance code on Kamar.
3. If no notification has been received, parents receive an SMS message by 9:15am, activated by the Attendance Administrator, to inform them that their child is absent. Parents must notify the College with the reason for their child’s absence. **It is vital that rolls are taken accurately by staff so that this message is not sent in error.**
4. The Attendance Administrator will advise the Primary Receptionist once updates from the parent responses to the morning SMS message have been completed. The Primary Receptionist will then check Attendance Manager for any remaining ‘?’ (absence without explanation) and make a phone call to the parent/s to ascertain the reason for the student absence. Should the Primary Receptionist not be able to contact the parents/caregivers by phone, they will email a follow up letter to the parents before the end of the school day.
5. When marking the afternoon roll, should the class teacher notice any student absence without explanation, they will mark the roll ‘?’ and immediately alert the Primary Receptionist who will phone the parents/caregivers for an explanation if necessary and update the roll accordingly.
6. When a student is likely to be absent from school for longer than three days, the parent is required to inform the College. If the College has not been notified by the parent for an absence of more than three days this will have been picked up by the standard attendance procedure being followed.

RECORDING STUDENT ABSENCES Y0-Y6 HALF DAY CLOSURE (e.g. Parent teacher conferences)

If only Y0-Y6 closure (i.e. the Secondary School remains open for instruction), the Head of School, Primary, will authorize the Attendance Administrator to pre-enter the appropriate morning/afternoon session with the appropriate MOE code.

If all three schools, Primary and Secondary, and BC Chapman, are closed for instruction, the Attendance Administrator, following authorisation from the Heads of School, will advise the Data Manager to remove these periods from the Kamar timetable so rolls do not need to be marked.

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BC CHAPMAN PROCESSES Y1-Y8

Arriving at School Late

Any student arriving late is required to report to the School Office to sign in on their arrival. The receptionist will mark the student as Late on the class roll on Kamar.

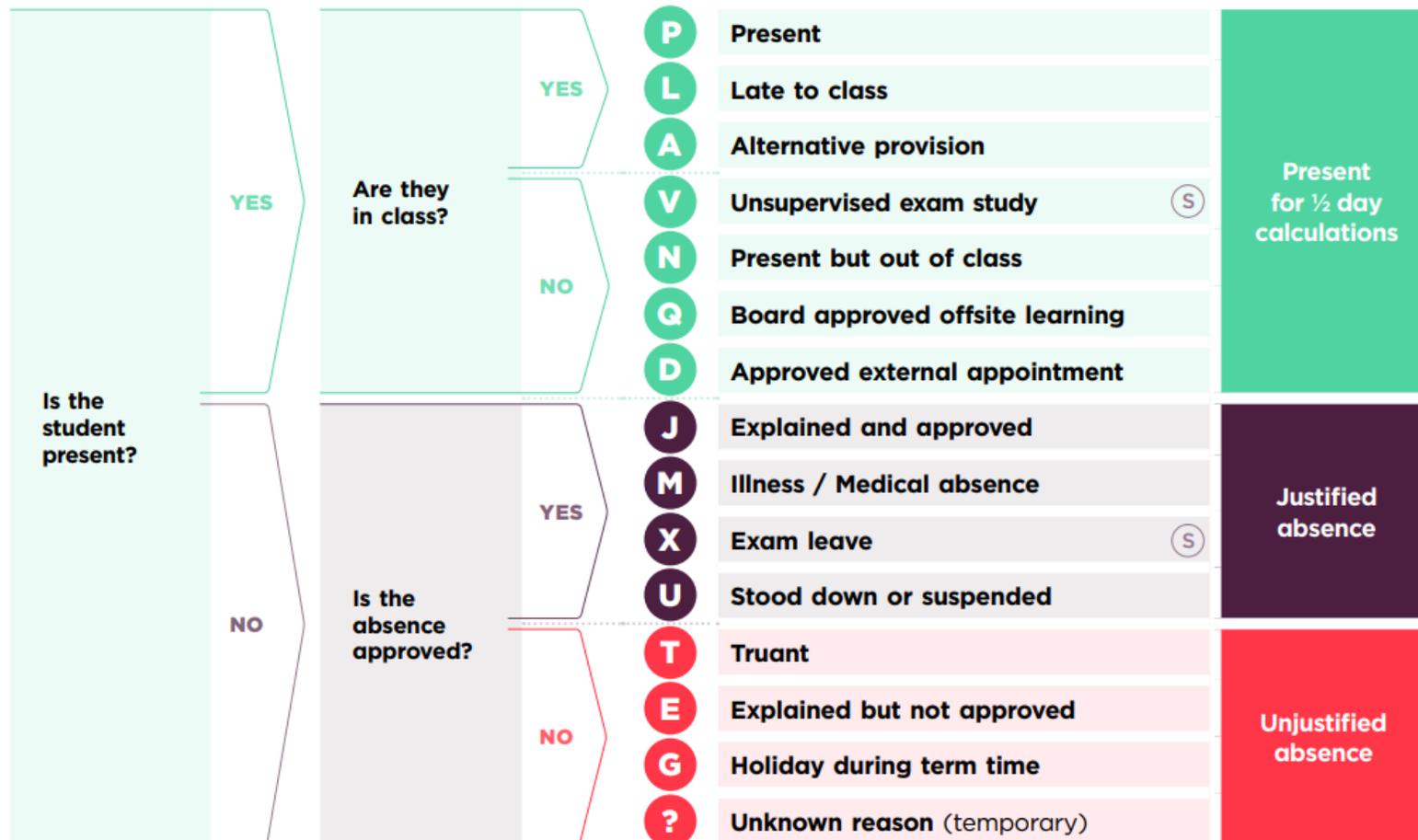
RECORDING STUDENT ATTENDANCE AND FOLLOWING UP ABSENCES (BCC)

1. The student roll must be completed on Kamar, by teachers, by 9am and again by 1:40pm – either “Present” or “Not in Class”. If the reason for absence is known, the appropriate code must be entered under “Other”. (See codes below). Teachers must press Finished.
2. If parent notification has been received for an absent student, the BCC Office Manager will update the attendance code on Kamar.
If no notification has been received, parents receive a phone call from the BCC Office Manager by 9:15am to inform them that their child is absent and request a reason for their child’s absence. **It is vital that rolls are taken accurately by staff so that this phone call is not made in error.**
3. Should a student still have a “?” (absence without explanation), the BCC Office Manager will repeatedly phone the parents until a reason is provided.
4. When a student is likely to be absent from school for longer than three days, the parent is required to inform the BCC Office. If the Office has not been notified by the parent for an absence of more than three days the BCC Office Manager will repeatedly phone the parents to establish the reason for the student’s absence.

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Attendance Code Decision Tree

Updated 1 April 2025



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

^(S) Secondary schools only

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Attendance Code Descriptions

Updated 1 April 2025



Present for ½ day calculations

P Present

Student is present in class. This includes supervised dual tuition with Te Kura.

L Late to class

Student is late to class. Schools set the threshold for lateness (e.g. 10 minutes) in their school policy.

A Alternative provision

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.

V Unsupervised exam study ^(S)

Student is present in an examination or unsupervised study where the student is on-site.

^(S) Secondary schools only

N Present but out of class

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.

Q Board approved offsite learning

Student is present in Board-approved off-site learning, including courses, school-organised activities, and work experience.

D Approved external appointment

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.

Justified absence

J Explained and approved

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).

M Illness / Medical absence

Student is absent due to illness or medical reasons, including mental health-related absences (e.g. anxiety).

X Exam leave ^(S)

Student is absent studying offsite preparing for exams. NOTE: Time allocated to this code is not included in Ministry attendance calculations.

U Stood down or suspended

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.

Unjustified absence

T Truant

Student is absent without explanation or permission from a parent / caregiver (e.g. skipping class)

E Explained but not approved

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).

G Holiday during term time

Student is absent due to a holiday taken.

? Unknown (temporary)

Temporary code used when the reason for a student's absence is initially unknown. This will be updated once the reason is confirmed.

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Stepped Attendance Response – STAR

Responding to all absence

The Government's target is for **80% of students to attend regularly**, that is to attend school more than 90% of the time



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Individual Student Attendance activities

Individualised student responses to absence thresholds

Less than 5 days absence in a school term

Parents/Guardians

The parent/legal guardian must notify the school by 8:30am on the day of absence or prior to the day via School Bridge or email.

For whole day student absences, parents are required to provide an explanation to the office so accurate attendance rolls can be recorded.

Parents/Caregivers informed of student absence via text message on the day of absence.

School

Beginning-of-the-year email to all families from the Principal covering attendance expectations.

School communicates absences to parents/caregivers via text message (10am that day) requesting clarification regarding why the student is not attending.

School communicates with parents/caregivers reminding them how to access attendance information for their child using the School Bridge app at the beginning of each term.

K- group/Class teacher communicates with PLT, Deans or Whanau leader and they communicate with families as required.

Up to 10 days absence in a school term

Parents/Guardians

Return student to regular attendance. Parents are notified through an email sent via KAMAR when the student reaches the STAR threshold. Parents communicated with by school (Attendance Administrator, K-group/Class teacher, PLT, Dean or Whanau leader). Engagement with discussed support strategies. Communicate with school attendance administrator over daily absences as per school procedure.

School

K-Group teachers, PLT, Deans and Whanau leaders are notified via STAR records in KAMAR when a student reaches the threshold.

PLT, Dean or Whanau leader communicates with parents/caregivers - in school and external barriers discussed and addressed - support strategies implemented.

Ministry Attendance Services consulted and engaged if required for eligible students.

Up to 15 days absence in a school term

Parents/Guardians

Return student to regular attendance. Parents are notified through an email communication via KAMAR when the student reaches the STAR threshold. Engage with the school and other agencies to implement support strategies. Implement strategies at home. Communicate with school attendance administrator over daily absences as per school policy.

School

K-Group teachers, Deans, PLT and Whanau leaders are notified via STAR records in KAMAR when a student reaches the threshold.

Dean, PLT or Whanau leader meets with family and a support plan is co-constructed. Use in-school resources as appropriate to remove barriers.

Dean, PLT, Whanau leader and AHOS Pastoral involved in active monitoring, intervention and on going communication with the student's family.

Ministry Attendance Services consulted and engaged if required for eligible students.

15 days or more of absence in a school term

Parents/Guardians

Return student to regular attendance. Parents are notified through an email communication via KAMAR when the student reaches the STAR threshold.

Meet with Deans, PLT, Whanau leader or AHOS Pastoral to discuss and evaluate the support plan.

Communicate with school attendance administrator over daily absences as per school policy.

School

K-Group teachers, Deans and Whanau leaders are notified via STAR records in KAMAR when a student reaches the threshold.

Contact parents to inform of escalated response - meet in person.

Request support from Ministry Attendance Service or other agencies as needed for eligible students.

Participate in multi-agency response.

Maintain implementation and monitoring of support plan.

Active monitoring of attendance continues



Ministry of Education

Attendance Service

- › Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes:
 - › agreeing changes to be made,
 - › addressing some unmet basic needs impacting on attendance, and
 - › referring students to other services as necessary
- › Collaborate with schools so that
 - › they remain engaged as plans are developed and implemented, and
 - › they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn

Regional and National teams

- › Facilitate involvement of other agencies
- › Support schools to access other education pathways for a student where appropriate
- › Consider system-wide initiatives for high-risk attendance
- › Reprioritise regional support resources to where most needed/effective
- › Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools

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