



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Intro to Attendance, Term 1 2026

Sector Attendance Webinar Series

11 & 12 Feb 2026



**Te Kāwanatanga
o Aotearoa**
New Zealand Government

Nau mai, haere mai!

Tēnā koutou, tēnā koutou, tēnā koutou katoa.
Nga mihi nui ki a koutou katoa

We look forward to speaking with you shortly.

Please note we will be providing a copy of the slides and a recording of the session.

Please pop any pātai in the chat.

Ngā mihi nui 😊

Ka Hikitia Karakia Tīmatanga (opening)

Ka Hikitia! Ka Hikitia!

Hiki, Hiki itia!

Whakarewa ki runga rawa

Herea kia kore e hoki whakamuri mai

Poua atu Te Pūmanawa Māori

He Mana Tikanga

Me Te Uri o Māia

Poipoia ngā mokopuna

Ngā Rangatira mo āpōpō

Ka tihei! Tihei mauriora!

Encourage and support!

And raise it to its highest level!

Ensure that high achievement is
maintained

Hold fast to our Māori potential

Our cultural advantage

And our inherent capability

Nurture our young generation

The leaders of the future

Behold, we move onwards
and upwards!

Agenda

- Welcome and opening karakia
- Overview of Attendance Term 1
- Attendance Management Plans & data collection
- Closed for instruction data collection
- Attendance Codes Refresher
- Pātai/Q+A session
- Next steps
- Closing remarks and karakia

Attendance webinars

[Click here to view video](#)

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Attendance Management Plans

Attendance Management Plans



Your AMP requirements

- ✓ Have a board approved AMP
- ✓ Review AMP at least every three years
- ✓ Publish your AMP on the school website

What your AMP covers

- ✓ Describes how attendance barriers are identified
- ✓ Sets out how the school responds at absence thresholds (5,10,15 days)
- ✓ Explains how the causes of absence will be addressed

What you record in SMS

- ✓ AMP threshold response activities

Recording response activities

Continue to

- Track attendance daily
- Follow up and record the reasons for every absence

New from 2026

- When a student reaches a threshold (5-, 10- or 15-days' absence in a term), record your AMP response actions in your SMS



How to record activities in your SMS

New SMS features make it easier to record each AMP threshold response activity

- **Response Activity** – select from preset drop-down list
- **Detail** – add a description from suggested list or edit list to suit your context
- **Notes** – add supporting detail as needed

Activity Response Type	Description	Example Use
Sent written communication	<ul style="list-style-type: none"> Sent notification to whānau Sent escalated notification to whānau Sent formal warning notice to whānau Sent letter acknowledging upcoming absence 	<ul style="list-style-type: none"> Often at early thresholds (e.g., 5 days) to alert caregivers quickly When absences persist and require stronger messaging (e.g., 10+ days) At higher thresholds or when legal escalation is being considered When notified or planned absence to maintain engagement and expectations
Conversation with whānau	<ul style="list-style-type: none"> Initial conversation with whānau Escalated conversation with whānau Held whānau hui 	<ul style="list-style-type: none"> Common at early thresholds to understand reasons for absence When absences continue despite initial contact (e.g., 10+ days) For complex cases requiring collaborative problem-solving, often at higher thresholds
Developed individual support plan		<ul style="list-style-type: none"> Consider when barriers are identified, often after initial contact
Used in-school resources to reduce barriers	<ul style="list-style-type: none"> Reduced transport barriers Reduced food barriers Reduced clothing barriers Reduced equipment barriers Referred to in-school social worker Referred to in-school counsellor Referred to in-school mentor Reduced other barriers 	<ul style="list-style-type: none"> When practical barriers are impacting attendance, often after initial engagement When wellbeing or social factors are identified as barriers For any additional needs impacting attendance



Practical tips

- Think about how AMP response reporting fits naturally into your school's existing attendance routines.
- Try to record actions as soon as they happen so information stays accurate.
- Aim to record responses within 48 hours to keep everything up to date.

New- Recording School Closed-Day Reasons

From 2026, you are required to record school closed days during term time in your SMS

There are six approved reasons for closing your school during term time:

- Curriculum and Assessment PLD
- Discretionary (Board approved) - up to 4 half-days per year
- Additional Discretionary Minister-approved closed days
- Emergency
- Strike
- Regional Anniversary

Recording School Closed-Day Reasons

- Only full-day closures in term time need to be recorded in your SMS.
- Each closure can only have one reason selected.
- Schools can update or adjust closed-day entries at any time during the year as needed.
- For half-days, continue using the correct half-day attendance codes for each student and remove the timetable for the closed half-day—this hasn't changed.

Attendance Codes

Key updates:

- Attendance Code Guidance updated (**Feb 2026**), including:
 - Updated links to Attendance Rules and Regulations
 - Links to AMP guidance added below STAR responses
 - No changes to attendance codes - review is scheduled for 2026
- For queries, use the Attendance Code inbox:
Attendance.Codes@education.govt.nz

Attendance Codes

Key actions:

- Ensure school attendance policies and procedures are up-to-date
- Communication to parents needs to include how codes **L**, **J**, **E** and **Q** will be applied
- Ensure all staff are recording attendance:
 - **Primary** twice a day
 - **Secondary** every class
- Ensure all staff know which attendance codes to apply – and from where to get advice if unsure

Attendance Codes

Logistics:

- Daily attendance must be submitted by **6.00pm**
- Corrections and amendments can be made in the following days, **up to 2 weeks**, which will amend the daily attendance
- Corrections can also be made to **Every Day Matters** reports each term by submitting a corrections report to the EDM team
- For **Term 4, 2025**, the cut-off is **Fri 13 Feb 2026**

Pātai | Questions and Answers

Next steps

- Further guidance is available on [AMPs](#), [recording Schools Closed-Days reasons](#) and [Attendance Codes](#).
- Recordings, slides and responses to unanswered pātai will be uploaded after today's hui on our [Attendance Webinar page](#).
- You can still register for next week's Attendance Services Webinars:
 - [Tuesday 17 February, from 4pm to 4.45pm](#)
 - [Wednesday 18 February, from 7pm to 7.45pm](#)

Ka Hikitia Karakia Mutunga (closing)

Kua hikitia te kaupapa

We have come to an awareness

Kua takoto te wero

The challenge lies before us

Me hoe tahi i runga i te whakaaro kotahi

Let us work together as one

Tiaki tō tāua oranga

Stay well so that we have the ability

Kia kaha ai mo te tuku taonga

to manage success

Kia tutuki ngā hiahia mō Ka Hikitia

Behold, here is the pathway

Tihei mauriora!

to enlightenment and well-being

Ki te whai ao!

What a positive feeling!

Ki te whai oranga e!

Mauriora!



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Ministry of Education

He mea tārai e mātou te mātauranga
kia rangatira ai, kia mana taurite ai ōna huanga.

We shape an education system that delivers
equitable and excellent outcomes.

For more info about
School Attendance:



Website: <https://www.education.govt.nz/education-professionals/schools-year-0-13/attendance/>

Email (General Queries): attendance.programme@education.govt.nz

Email (Attendance Codes): attendance.codes@education.govt.nz



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