



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

Using Attendance Data & Reports

Sector Hui

June 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, Hikitia!
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

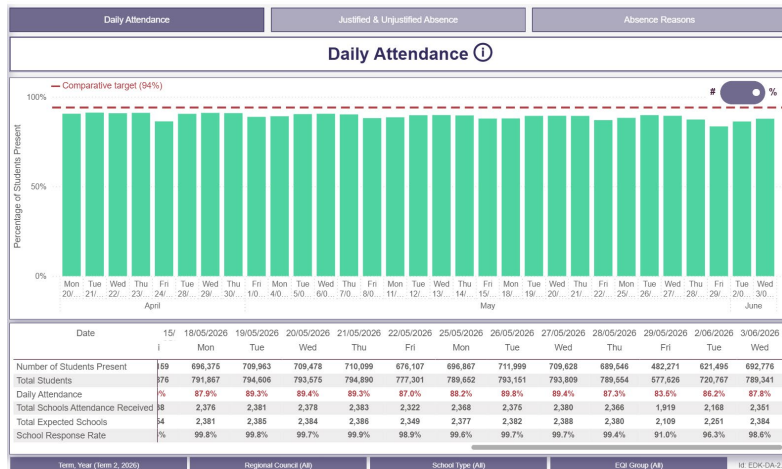
- Daily attendance collection
- Every Day Matters report
- Data Quality report
- Pātai / Q&A

1



Daily Attendance Collection

- The **Daily Attendance Collection** collects all the data you record in a day. This includes all Presence codes, Absence codes and “?” Codes
- Your SMS will submit this information to us on your behalf (from 6pm)
- You can change attendance data after it has been submitted by updating the code in your SMS. You should make these changes as soon as possible.
- We include your school's data on Education Counts as part of the national daily attendance figure. The published data does not identify individual schools
- We publish regular attendance statistics on Education Counts at the end of every term.

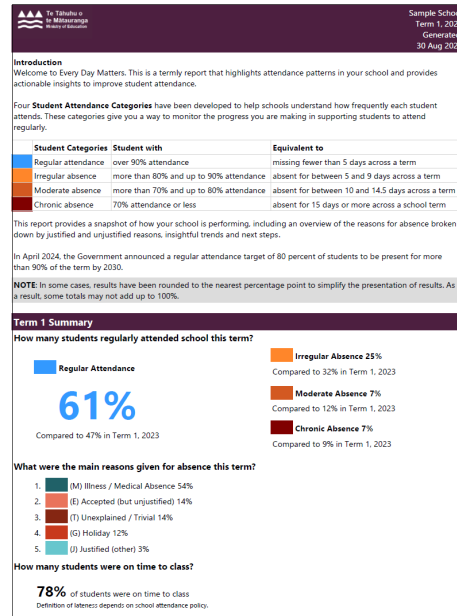


[Daily Attendance Dashboard on Education Counts.](#)

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Every Day Matters Report



At the end of each term, we will send you a provisional **Every Day Matters (EDM)** report

Your report will include:

- your school's regular attendance for the term
- an overview of the reasons given for absence
- attendance patterns in your school

You can use your report to inform conversations with staff and your school board about student attendance patterns in your school

A final updated Every Day Matters report will also be provided four weeks after the end of the term

Overview of Student Attendance Categories

Four Student Attendance Categories help to understand how frequently students attend.

These categories give you a way to monitor the progress you are making in supporting students to attend regularly.

Student Attendance Categories aim to:

- Help focus on students' needs
- Ensure interventions are suitable for each category
- Enable schools and teachers to monitor the progress of their students

ATTENDANCE CATEGORY	STUDENT WITH	EQUIVALENT
Regular attendance*	Over 90% attendance	Absent for fewer than 5 days across a term
Irregular absence	More than 80% and up to 90% attendance	Absent for between 5 and 9 days across a term
Moderate absence	More than 70% and up to 80% attendance	Absent for between 10 and 14 days across a term
Chronic absence	70% attendance or less	Absent for 15 days or more across a term

**Note: The Government has set a target of 80% of students to be present for more than 90% per cent of the term by 2030.*

EDM: Summary

Term 1 Summary

How many students regularly attended school this term?

 Regular Attendance

61%

Compared to 47% in Term 1, 2023

 Irregular Absence 25%
Compared to 32% in Term 1, 2023

 Moderate Absence 7%
Compared to 12% in Term 1, 2023

 Chronic Absence 7%
Compared to 9% in Term 1, 2023

What were the main reasons given for absence this term?

1.  (M) Illness / Medical Absence 54%
2.  (E) Accepted (but unjustified) 14%
3.  (T) Unexplained / Trivial 14%
4.  (G) Holiday 12%
5.  (J) Justified (other) 3%

How many students were on time to class?

78% of students were on time to class

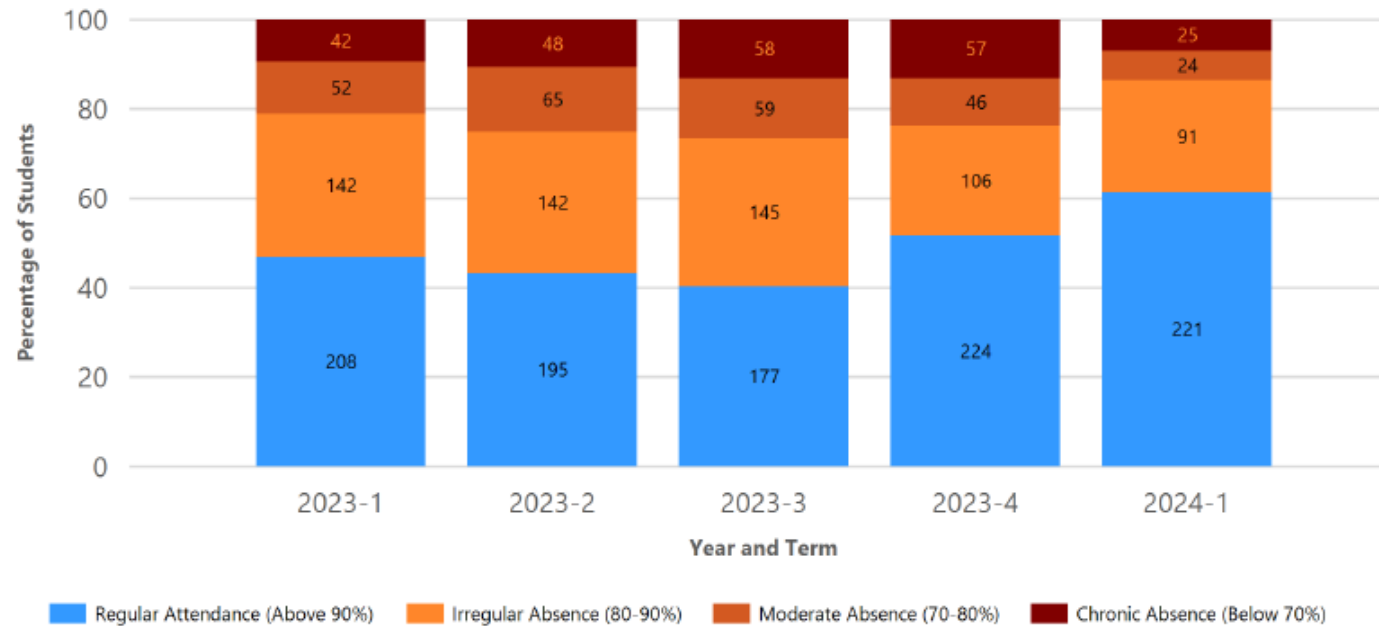
Definition of lateness depends on school attendance policy.

Top level **attendance statistics** for your school, along with the **top five reasons for absence**

EDM: Student Attendance Categories

How have your student attendance categories changed over the last 5 terms?

NOTE: Percentages are shown on the vertical axis while the bars show the actual number of students.



Your EDM report shows the percentage of your students in each of the categories.

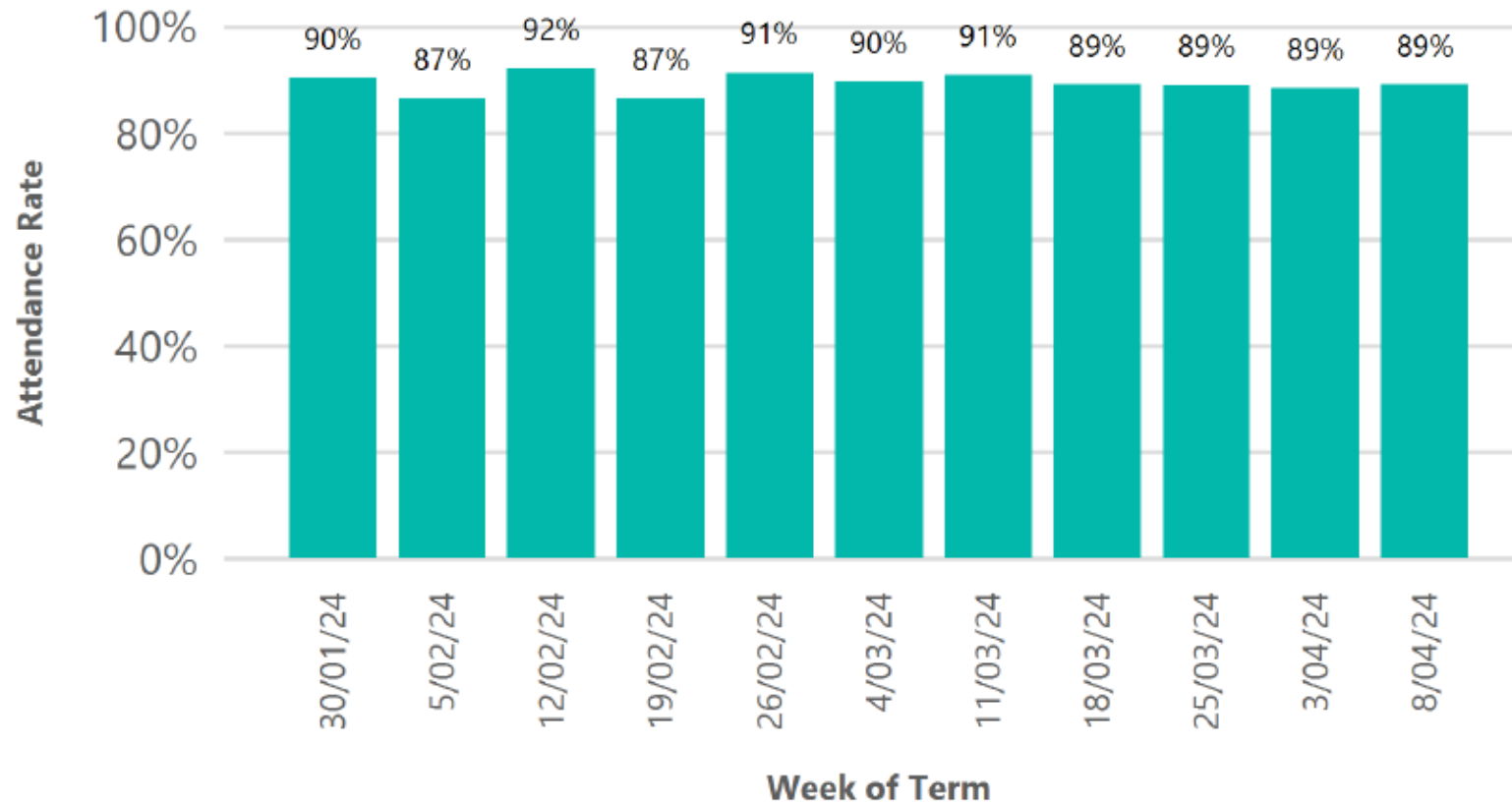
It shows the current and previous four terms, for comparison.

The five-term view may be especially useful in reporting to the Board. It shows how the school is going over time.

Breakdowns by year level, ethnicity and gender are also included in your EDM.

EDM: Average Attendance

What is your average attendance rate for each week?



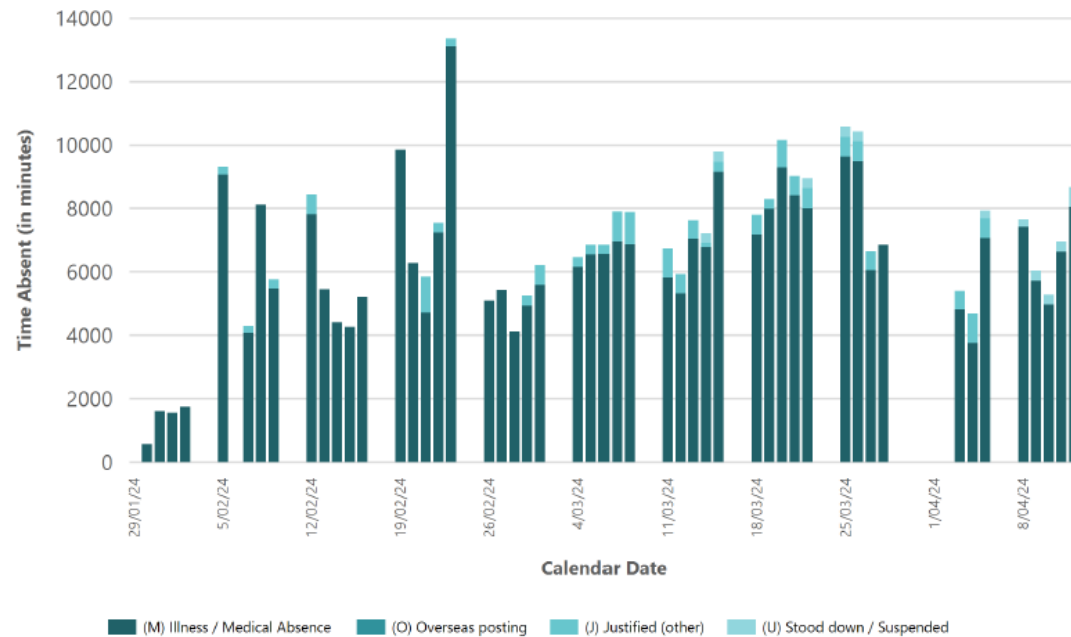
Average Attendance is the percentage of students that were present across a given week.

Average attendance is often displayed in your SMS reports.

A high average attendance rate can mask a significant number of persistently absent students.

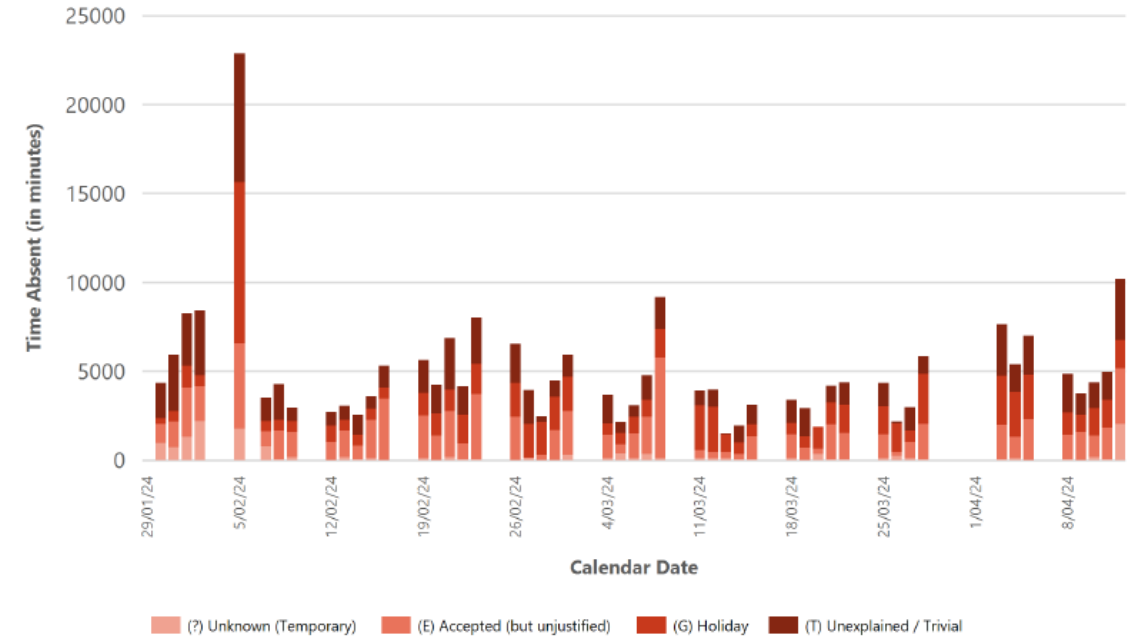
EDM: Absence

Which days and weeks had high Justified Absence?



In Term 1 of Year 2024, Justified absence was highest on the 23/02/2024.

Which days and weeks had high Unjustified Absence?



In Term 1 of Year 2024, Unjustified absence was highest on the 05/02/2024.

Provides a day-by-day graph of absence code usage during the term.

These can be used to identify concerning patterns or trends - such as sickness on Fridays or potential coding issues such as unmarked days.

Why is the EDM different from my SMS?

- Your attendance statistics in your EDM report are based on when your data was submitted to the Ministry. This is typically at the end of term and will not account for any recent updates or amendments that may have been made in your SMS.
- The following rules are used to determine whether a student is counted in our statistics:
 - must have a minimum number of days of attendance data recorded (20% of the term)
 - must be a regular student, international fee-paying student, or exchange student
- If a student has overlapping attendance data between two schools, they are counted with the school they are enrolled at in ENROL.

If you have questions about differences between your EDM and your SMS please contact EveryDayMatters@education.govt.nz.

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Data Quality (DQ) Report

[UNCLASSIFIED]

Fortnightly DQ reports

- Sent to help you keep on top of errors and issues during the term
- Important errors to resolve
 - No NSN
 - Blank or invalid codes

Termly DQ reports

- Sent to schools whose data needs fixing at the end of the term
- We can't produce an EDM report for them until the issues are fixed

Attendance Data Quality Report				
Example School (#9999) IN CONFIDENCE				
Period: 01-01-2025 to 14-01-2025				
The following is a summary of data quality errors detected in the latest file submitted as of 25/05/2025. Refer to the instructions tab for information about each of the error codes and instructions on how to correct the below errors.				
Error Category	Error Code	Error Name	Count	Description
Student	VR-L-01	Missing or Invalid NSN	3	Missing NSN from the school/Kura's data or an NSN that is in the wrong format. Note that some international students may not have an NSN (see instructions tab).
	VR-L-02	Duplicate NSN	0	There are multiple students with the same NSN.
	VR-L-04	Incorrect Year Levels	0	Year levels in your data that are outside the expected range for your school/Kura.
	VR-L-05	Unenrolled Student	3	Data has been submitted for a student that is not enrolled at your school. Pending enrolments can be ignored.
	VR-L-06	Invalid Student Type	0	A student must have a valid student type e.g., RE (regular student) or EX (foreign exchange student).
	VR-L-07	Invalid FTE Value	0	Students FTE (full time equivalent) value must be between 0 and 1 with one decimal place.
	VR-L-08	Invalid Gender Code	0	A student with an invalid gender code.
	VR-L-09	Invalid Ethnic Group	1	A student has an invalid ethnic group.
	VR-L-13	Blank Attendance Data	0	A student with no associated attendance timetable(s) (has no periods or sessions). See instructions for details.
	VR-D-04	Invalid Day Length	0	The total duration of a school/Kura day in your SMS being longer than 450 minutes or 7.5 hours.
	VR-D-08	Incorrect Number of Periods	0	Your school/Kura has less than 2 or more than 10 periods/sessions a day in your SMS.
	VR-P-01	Invalid Attendance Code	0	Use of invalid attendance code(s) for a student. This includes blank codes.
	VR-P-04	Invalid Durations	0	The duration of a period/session is not a positive whole number.

[UNCLASSIFIED]

Attendance Data Quality Report

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Timetable	VR-D-04	Invalid Day Length	0	The total duration of a school/Kura day in your SMS being longer than 450 minutes or 7.5 hours.
	VR-D-08	Incorrect Number of Periods	0	Your school/Kura has less than 2 or more than 10 periods/sessions a day in your SMS.
Period or Session	VR-P-01	Invalid Attendance Code	0	Use of invalid attendance code(s) for a student. This includes blank codes.
	VR-P-04	Invalid Durations	0	The duration of a period/session is not a positive whole number.

How to fix any data quality issues

- The Instructions tab at the bottom of the report tells you what each error means and how to resolve it
- Check the Data Quality reports' FAQs on Education Counts if you receive a Termly DQ Report
- Email the Data team if you have any questions or need further help at EveryDayMatters@education.govt.nz
- If you have any other requests (e.g. you want to change who the report gets sent to) just email us

Ka Hikitia Karakia Mutunga (closing)

Kua hikitia te kaupapa

Kua takoto te wero

Me hoe tahi i runga i te whakaaro kotahi

Tiaki tō tāua oranga

Kia kaha ai mo te tuku taonga

Kia tutuki ngā hiahia mō Ka Hikitia

Tihei mauriora!

Ki te whai ao!

Ki te whai oranga e!

Mauriora!

We have come to an awareness

The challenge lies before us

Let us work together as one

Stay well so that we have the ability

to manage success

Behold, here is the pathway

to enlightenment and well-being

What a positive feeling!



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



**Te Tāhuhu o
te Mātauranga**
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.



**Te Kāwanatanga
o Aotearoa**
New Zealand Government