

## **Attendance Management Plan**

### **Strategic Priorities**

Regular school attendance is important for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.

Our school currently has 70% regular attendance and a target of lifting it to 80% by the end of 2026.

### **Board responsibilities**

The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

The board will comply with the provisions in the legislation in relation to student attendance by:

- Having a commitment to support students return to regular attendance
- Having processes in place to support a Stepped Attendance Response to student absences that uses data-based thresholds to identify students
- Recording all absences, and responding accordingly
- Having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to attendance
- Publishing this attendance management plan on the school's website

### **Principal responsibilities**

The principal is responsible for:

- Developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- Ensure that student absence is investigated, responded to and actions taken recorded aligned with the thresholds
- Ensure all students, whanau and staff understand the processes and procedures that support student attendance
- Report to the board on any trends, barriers to attendance and interventions being used to support student attendance.

**Procedures/supporting documentation** - Attendance management procedure - Stepped Attendance Response

### **Monitoring**

The principal will maintain reporting of daily attendance data.

The board will receive termly attendance reporting - including information provided by the Every Day Matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board consideration.

### **Legislative compliance/Legislation**

Education and Training Act 2020

Reviewed: December 2025

Next review: December 2026

## Attendance Management Procedure - Stepped Attendance Response

To investigate and respond (in line with the school's attendance management plan) and record actions taken in relation to absences.

### Identification of Absences

- Daily electronic roll checks are completed by kaiako before 9am and 1.30pm.
- Unexplained absences are followed up with a text or phone call home the same day:
  - A text message is sent at 9.15am if a student is absent without a reason
  - A further text is sent at 10.15am if there is still no reply
  - A phone call is made at 10.30am if there is still no reply
- Patterns of irregular attendance are flagged weekly through SMS reporting by the Student Support person

### Response Process

- Initial concern (after 3–5 days): Student support person contact whānau to understand context.
- Ongoing concern (after 5–10 days): Attendance Student Support person or Tumuaiki Tuarua meets with whānau to develop a support plan.
- Chronic absence (20+ days): Referral to Attendance Service and/or social support agencies as appropriate.

### Support Strategies

- Connection with pastoral and learning support teams
- Individualised attendance improvement plans
- Engagement with external support providers where appropriate
- Culturally responsive approaches to whānau engagement
- Positive reinforcement through incentives such as:
  - Certificates or shout-outs in assemblies for improved or consistent attendance
  - A reward of ice blocks for classes that achieve full attendance on a given day
  - A reward of a pizza party for a week's full attendance by the same class
  - Termly prize draws for students with 90 %+ attendance

### Review and Monitoring

- Reviewed annually by the board or in accordance with any updated regulations
- Attendance data is monitored daily
- Feedback gathered from staff, students, and whānau to inform updates

### Public Access

This plan is published and accessible on our school website via Hail articles

*Reviewed: 28/05/25*

*Next Review Due: 28/05/26*

*Approved by: Board of Trustees*