

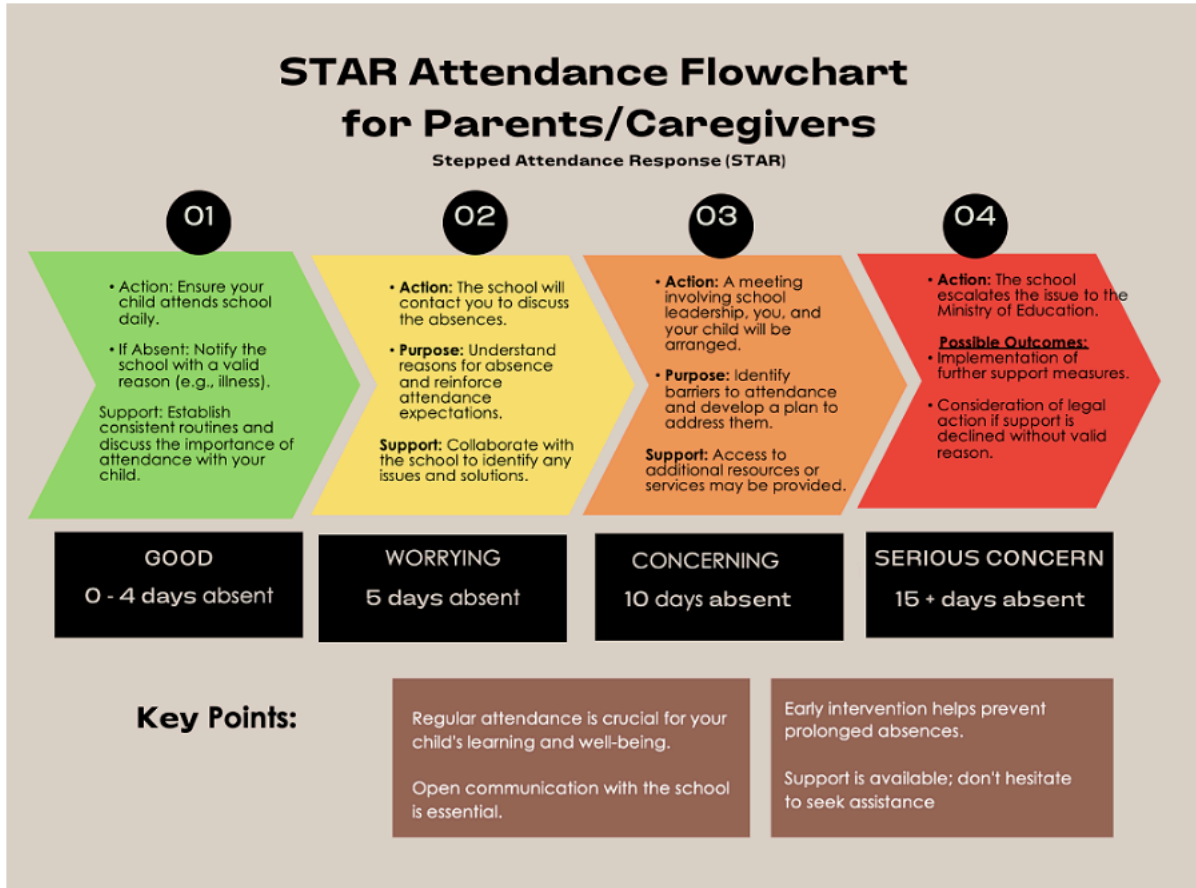


# SCHOOL ATTENDANCE MANAGEMENT PLAN

*This plan sets out our school's strategy and process for identifying, responding to, and reducing student absences, in accordance with sections 137A–137D of the Education and Training Act. Our focus is on supporting students and whānau to ensure consistent engagement in learning.*

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## Attendance Strategy

We believe regular attendance is critical to student wellbeing and achievement. Our school promotes a culture where attendance is valued, monitored, and supported through strong relationships, clear communication, and proactive interventions.

## 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.
- Patterns of irregular attendance are flagged weekly through SMS reporting by Marcie.
- Fortnightly hui between School Administrator and Principal to identify individual students who are causing concern.

### Response Process

- Initial concern (after 3–5 days): Office staff and student support person contact whānau to understand context.
- Ongoing concern (after 5–10 days): Attendance Student Support person or Tumuaki 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
- 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.