

Attendance Management Plan

Approval:	Date: Signature:	Published On:	
Effective Date:	29th January 2026	Review Date:	

Overarching Attendance Objectives and Strategic Priorities

Rationale for Prioritising Attendance

Regular student attendance is fundamental to student welfare and achievement. When students are consistently present, they have the best opportunity to engage with the curriculum, build strong relationships with peers and teachers and develop essential social and emotional skills. Conversely, absenteeism can lead to significant learning gaps, disengagement from College and negative long-term impacts on a student's educational and life outcomes. Our commitment to high attendance reflects our dedication to fostering a supportive and effective learning environment where every student can thrive academically and personally.

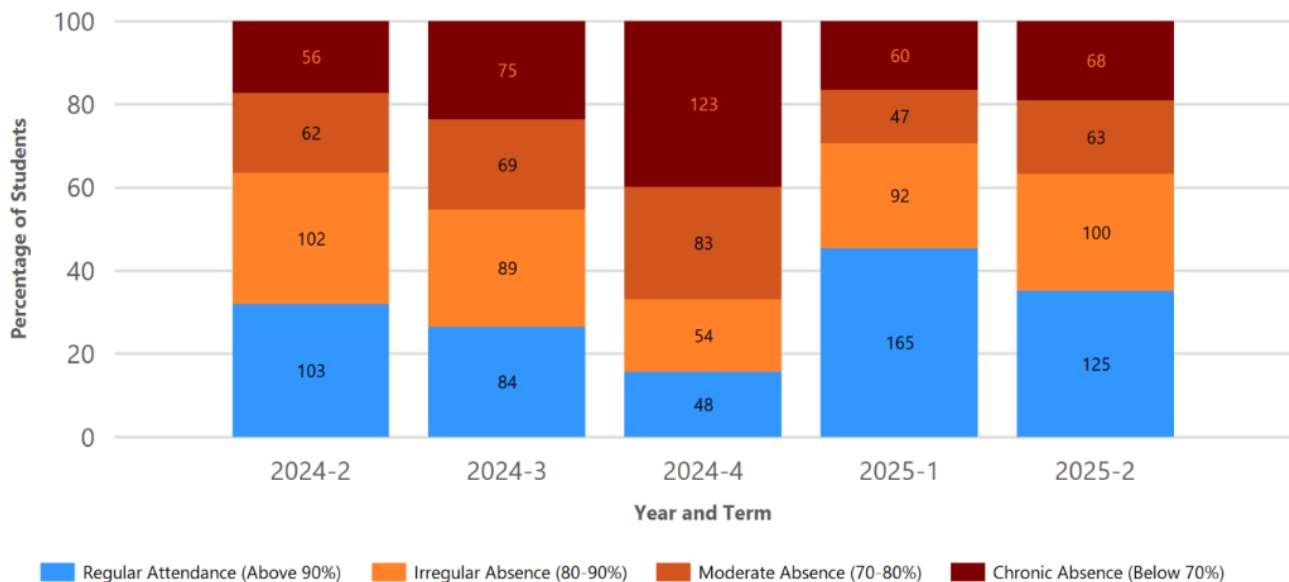
Links to Existing Strategic Documents

This Attendance Management Plan aligns directly with our College's overarching Strategic Priority Areas, particularly those related to student wellbeing, academic excellence and community engagement. It supports the objectives outlined in our College School Docs Policies, ensuring a cohesive approach to student support.

Summary of Current Attendance Data

Our current attendance data for the past five terms indicates the following:

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



This data highlights areas of strength and identifies cohorts requiring more targeted support. Our ongoing monitoring will track these bands to assess the effectiveness of our strategies.

Clear Definition of Success Targets

Our strategic attendance goals are:

- To maintain **90%+ good attendance** for at least 80% of our student body by Term 4 2026.
- To reduce the percentage of students worrying attendance to 10% by Term 4 2026.
- To reduce the number of students concerning attendance to 5% by Term 4 2026.
- To reduce the percentage of students very concerning attendance to 5% by Term 4 2026.

Attendance Policy

Key Legal Obligations Under the Education and Training Act 2020

Our attendance policy is firmly rooted in the legal obligations set out in the Education and Training Act 2020.

- **Compulsory Enrolment and Regular Attendance Requirements:** The Act mandates that every child who is required to be enrolled at a College must attend regularly. This means students are expected to be present for every timetabled College day, unless they have a valid reason for absence as defined by law, for example, sickness, bereavement, approved leave.
- **Board Responsibilities:** The Board is legally responsible for taking all reasonable steps to ensure students enrolled at our College attend regularly. This includes developing and implementing effective attendance policies and procedures, monitoring attendance data and working collaboratively with parents, students and external agencies to address attendance concerns.
- **Parent/Caregiver Obligations:** Parents and caregivers have a legal obligation to ensure their child attends College regularly and punctually. This includes notifying the College of any absences and providing legitimate reasons for non-attendance.

Expectations of Students, Staff and Parents

Students:

- **Attend regularly and punctually:** Students are expected to attend all scheduled classes and College activities unless legitimately excused.
- **Take responsibility:** Understand the importance of their presence at College and communicate any personal attendance barriers to a trusted adult at College, for example, Empower Whakamana Teacher or Dean.
- **Engage in learning:** Actively participate in their learning when at College.

Staff:

- **Record accurately:** Teachers must accurately record attendance for every class, every day.
- **Monitor and report:** Empower Whakamana Teachers and Deans are responsible for monitoring student attendance within their respective groups and reporting concerns to the Attendance Officer.
- **Follow procedures:** Adhere to all established attendance management procedures.
- **Support student wellbeing:** Be aware of students' wellbeing needs and identify potential attendance barriers, referring to appropriate staff or agencies as necessary.

Parents/Caregivers:

- **Notify absences:** Parents/caregivers must notify the College of their child's absence by **9:00 AM** on the day of absence, providing a clear reason.
- **Provide documentation:** For extended absences due to illness, for example, three or more consecutive days, medical certificates may be requested.
- **Communicate concerns:** Engage openly with the College regarding any attendance barriers their child may be facing.
- **Support regular attendance:** Reinforce the importance of regular College attendance at home.

Links to Related Policies

This Attendance Management Plan is interconnected with and supported by:

- **Board Responsibilities Policy:** Outlines the Board's governance role, including oversight of attendance.
- **Student Management Policy:** Details expectations for student behaviour and support, including punctuality.
- **Communications Policy:** Governs how the College communicates with parents and the wider community, including attendance notifications.
- **Health and Safety Policy:** Addresses student wellbeing and health-related absences.
- **Pastoral Care Policy:** Outlines the College's commitment to student wellbeing and support systems.

Attendance Management Procedures

Setting and Reinforcing Attendance Expectations

We proactively set and reinforce attendance expectations through:

- **College-wide assemblies:** Regular discussions on the importance of attendance and punctuality.
- **New student orientation:** Clear communication of attendance expectations to all new students and their families.
- **Parent information evenings:** Providing parents with information on our attendance policy and procedures.
- **Student recognition:** Celebrating excellent attendance through positive letters home, formal awards and recognition in Weekly Highlights.
- **Regular communication:** Utilising our website, newsletters and Parent Portal to reiterate attendance expectations.

Process for Recording Attendance

- **Daily Roll Call:** Teachers take the roll within the first 10 minutes of each timetabled class using the KAMAR Student Management System.
- **Storage:** All attendance data is securely stored within KAMAR, which is backed up daily in compliance with privacy regulations. Access to this data is restricted to authorised staff.

Steps for Following Up on Unexplained Absences

Our systematic approach to following up on unexplained absences is as follows:

- 9:15 AM: The Office sends out absence text alerts to parents/caregivers for any student marked absent without explanation.
- 9:30 AM: The Attendance Officer begins calling home for any parents/caregivers who have not responded to the text alert.
- The Attendance Officer updates KAMAR with the correct attendance code and a note.

Monitoring Practices Day to Day Operations

Our monitoring practices are designed to identify barriers, patterns of concern and ensure timely intervention.

Identifying Barriers and Patterns of Concern:

Empower Whakamana Teachers:

- Follow up on any unexplained absences from the previous day including Learning Block truancy.
- Support students' pastoral and wellbeing needs and communicate with the Dean and Attendance Officer as needs emerge.

Deans:

- Receive KAMAR notifications from the Attendance Officer.
- Follow up on referrals from the Attendance Officer and Empower Whakamana Teachers.
- Contact parents/caregivers by email or phone and request a face-to-face parent/caregivers meeting to put support in place. Record all actions on KAMAR.

Attendance Officer:

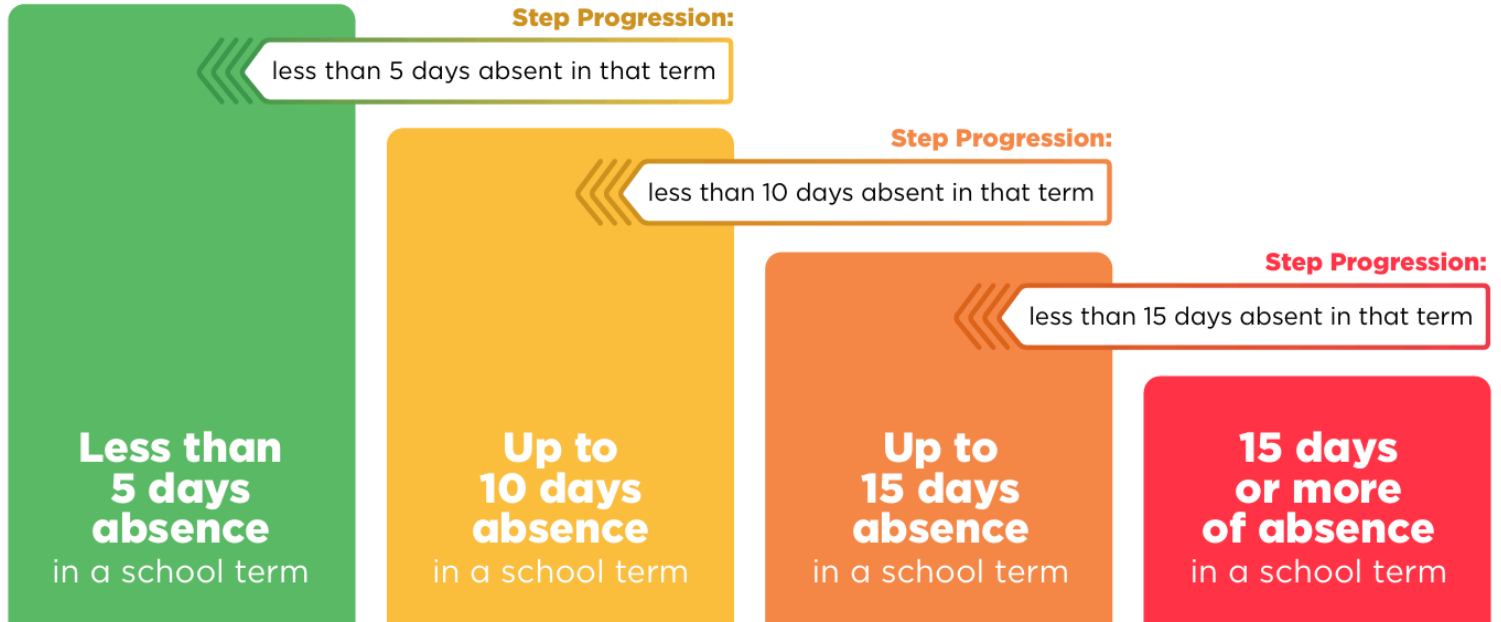
- Monitors lateness, truancy and Learning Block truancy, utilising all contacts on KAMAR, including emergency contacts.
- Contact parents/caregivers, record notes in KAMAR and notify the Empower Whakamana Teacher and Dean.

Deputy Principal Hauora:

- Oversees the Attendance Plan.
- Responsible for Orange and Red Attendance Plans

Using The Stepped Attendance Response

We utilise a stepped attendance response based on the number of absent days to guide our interventions:



Over 90% attendance, missing fewer than 5 days per term.

- **Goal:** To maintain excellent attendance and celebrate student commitment.
- **Communication:** Parents and caregivers receive absence text alerts from the Office by 9:15 AM.
- **Follow-up:** At 9.30am the Attendance Officer begins calling home for any parents and caregivers who have not responded to the text alert. The Attendance Officer updates KAMAR with the correct code and a note. The Empower Whakamana Teacher follows up on unexplained absences from the day before, supports students' pastoral and wellbeing needs and communicates with the

More than 80% and up to 90% attendance, 5 to 9 days missed per term.

- **Goal:** To address intermittent absences and reinforce the importance of regular attendance.
- **Communication:** The Dean receives notifications from KAMAR that a letter has been sent home for 5 days of absence.
- **Follow-up:** The Dean follows up on responses to the letters and records in KAMAR.
- **Intervention:** The Dean may request a parent/caregivers face-to-face meeting to put support in place, for example, counselling, uniform

More than 70% and up to 80% attendance, 10 to 14 days missed per term.

- **Goal:** To improve consistent attendance by identifying and addressing barriers to significantly improve attendance and reintegrate the student into regular learning at the College.
- **Communication:** The Attendance Officer refers 10 to 14 days of absence to the Deputy Principal, Hauora for follow up.
- **Follow-up:** Deputy Principal, Hauora follows up referrals from the Attendance Officer.
- **Intervention:** The Deputy Principal, Hauora requests an escalated formal notice for a parent/caregivers,

70% or less attendance, 15 or more days missed per term.

- **Goal:** To significantly improve attendance, address underlying issues and reintegrate the student into regular learning at the College.
- **Ministry of Education District Truancy Service:** Manages NENS (Non-Enrolled Non-Attending) cases. ENROL automatically notifies NENS.
- **Oranga Tamariki:** Care and Protection Coordinator receives a referral.
- **The Deputy Principal Hauora:** Contacts parents to inform of escalated response Requests support from Attendance Service or

Dean and Attendance Officer as needs emerge.

- **Intervention:** If a student has been absent for more than 5 days for any reason the Attendance Officer submits a referral notification to the Dean.
- **Support:** The Empower Whakamana Teacher provides students with regular updates on their attendance.
- Dean recognises students at Deans' Assemblies for 90% + attendance.

and records on KAMAR.

- **Support:** Weekly monitoring by the Dean and the Attendance Officer. The Dean to offer ongoing wellbeing support as needed. Students catch up on missed learning - the Dean communicates with the HoF.

face-to-face meeting to diagnose the reason for absence and to collaborate on an Attendance Plan tailored to the diagnosis and circumstances around the child's absence.

- The Dean tracks attendance and follows up on a weekly basis.

other agencies as needed.

Participates in multi-agency response. Maintains implementation and monitoring of the Attendance plan. Undertakes College-Led prosecution, or request Ministry-Led prosecution when considered appropriate if support is offered and not taken up. Unenrols students who will not be returning to College.

Individual Attendance Plan

Supporting Students Returning to College

We provide comprehensive support for students returning to College to facilitate successful reintegration and address any learning loss:

- **Strategies/Actions to Support Loss of Learning:**
 - **Individualised Learning Plans (ILPs):** Developed in collaboration with the student, parents and teachers to identify learning gaps and create targeted support strategies.
 - **Catch-up sessions:** Offered by teachers during lunch breaks or after College for specific subjects.
 - **Peer tutoring:** Connecting students with high-achieving peers for support.
 - **Online learning resources:** Providing access to digital tools and platforms for independent study.

- **Strategies/Actions to Reintegrate the Student into the Wider College Environment and Friendships:**
 - **Buddy system:** Pairing returning students with a supportive peer.
 - **Pastoral check-ins:** Regular meetings with the Empower Whakamana Teacher or Dean to monitor wellbeing and social integration.
 - **Counselling services:** Providing access to College counsellors for emotional support.
 - **Restorative practices:** Addressing any social challenges through facilitated discussions.

- **How to Support the Student to Join in College-Based Activities:**
 - **Highlighting opportunities:** Actively informing returning students about clubs, sports and extracurricular activities.
 - **Teacher encouragement:** Teachers encourage participation and connect students with relevant activity leaders.
 - **Flexible participation:** Allowing initial flexibility in participation levels to ease re-entry.

- **How We Will Continue to Keep the Parent Informed:**
 - **Regular check-ins:** Deans or Empower Whakamana Teachers will maintain regular phone or email contact with parents/caregivers to provide updates on the student's reintegration progress.
 - **Follow-up parent/caregivers Hui:** Scheduled as needed to discuss ongoing support and address any emerging concerns.
 - **Progress reports:** Specific notes on reintegration progress can be included in regular College reports.

Monitoring and Measuring Progress

Reviewing and Adjusting Procedures, Policy or Plan

Our Attendance Management Plan is a living document, subject to regular review and adjustment:

- **Annual Review:** The full Attendance Management Plan, including procedures and policy, will be formally reviewed annually by the Senior Leadership Team and presented to the Board for approval. This review will occur in July of each year.
- **Responsive Reviews:** The Attendance Management Plan will be adjusted as needed in response to:
 - Significant changes in attendance data (positive or negative trends)
 - Updates to the Education and Training Act 2020 or related regulations
 - Feedback from staff, students, parents, or external agencies
 - Identified inefficiencies or challenges in existing procedures
- **Data - Driven Decisions:** Review and adjustment will be informed by a thorough analysis of attendance data, including trends within different attendance bands, reasons for absence and the effectiveness of interventions.

Monitoring That Procedures Are Being Followed

- **Regular Audits:** The Attendance Officer conducts regular audits of attendance records in KAMAR to ensure accuracy and consistency in coding and follow-up.
- **Dean Check-Ins:** Senior Leadership meets regularly with Deans to review attendance logs and discuss adherence to follow-up procedures.
- **Staff Professional Development:** Ongoing training and refreshers for staff on attendance recording and management procedures.

Monitoring the Effectiveness of Responses to Absences

- **Intervention Tracking:** KAMAR records will be used to track the impact of specific interventions, for example, parent/caregiversHui, wellbeing packs, adapted timetables on individual student attendance patterns.
- **Cohort Analysis:** Regular analysis of attendance data by year level, cohort and demographic to identify effective strategies and areas needing improvement.
- **Feedback Loops:** Collecting feedback from parents, students and staff on the perceived effectiveness of interventions and support mechanisms.

How College Leadership Reports to and Gives Assurance to the Board

- **Termly Reports:** DP Hauora will present a comprehensive attendance report to the **Board** at each termly meeting.
- **Report Content:** These reports will include:
 - Overall attendance percentages and trends across all attendance bands
 - Analysis of chronic absenteeism and the effectiveness of interventions for these students
 - Summary of actions taken to address attendance concerns
 - Any significant challenges or successes related to attendance
 - Recommendations for policy or procedural adjustments
- **Assurance:** This regular reporting provides the Board with assurance that all reasonable steps are being taken to ensure student attendance and that the College is meeting its legal obligations under the Education and Training Act 2020.