

# PAPAROA SCHOOL

## Attendance Management Plan

### Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our tamariki. Attending school every day supports our tamariki to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki should be absent for **no more than one day a fortnight** to ensure that they can have continued success at school.

### *Na To Mahi Kaha Ka Whiwhi Ai – Success Through Effort*

**Our approach to our Attendance Management Plan is supported from our school motto. To ensure all of our tamariki are able to achieve success, all stakeholders must put the effort into ensuring that they are attending and engaged at school.**

### Baseline Data

2025	Regular Attendance Good	Irregular Attendance Worrying	Moderate Attendance Concerning	Chronic Attendance Very concerning
Term 1	83%	17%	0%	0%
Term 2	75%	15%	5%	5%
Term 3	50%	33%	10%	7%
Term 4	53%	28%	12%	7%

### What would success look like?

Success will be demonstrated through clear, measurable improvements in attendance, strengthened partnerships with whānau and consistent systems that support early intervention.

Success will look like:-

- A reduction in Irregular Attendance, with more students shifting into regular attendance.
- Minimal movement into Moderate and Chronic Attendance categories

### Attendance Targets for 2026

- Achieve 80% regular attendance for Term 1 & 2
- Regular attendance increases by 10% for Term 3 & 4
- All students in Chronic Attendance category will have an active support plan

## Board Responsibilities

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

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 and procedures in place to support a Stepped Attendance Response to student absence 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 student 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.
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives

## Parent/Whānau Responsibilities

Parents and Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- Notify the school as soon as possible if their child/ren is going to be late or absent
- Arrange appointments or trips outside of school hours or during school holidays where possible
- Work with us (school) to manage attendance concerns

## Stepped Attendance Response

<u>Attendance Level</u>	<u>Threshold</u>	<u>School response</u>
Regular	90 - 100%	Reinforce positive attendance, celebrate success, maintain strong home - school communication
Irregular	80 - 89%	Early check in with parents/caregivers, discuss patterns, provide reminders and support strategies
Moderate	70 - 79%	Meeting with parents/caregivers, identify barriers, develop a short-term attendance support plan
Chronic	Below 70%	Individual attendance Plan, regular monitoring, external agency support where appropriate, Ministry of Education engagement if required

## Attendance Procedures

### **Daily Attendance Procedures**

- Teachers mark the roll by 8.45am & 12.30pm each school day
- The school office will check emails, and takes phone calls of absences in the morning.
- The school office checks all classes attendance on HERO by 9.00am
- Any unexplained absences are followed up by the school office on the same day via email or phone call.
- Late arrivals are recorded at the office and updated in the attendance register
- All absences are coded correctly in line with the Ministry of Education guidelines
- If there has been no communication by the parent/caregiver, the student is marked as Truant.

### **Monitoring Attendance**

- Attendance data is monitored weekly by the Principal
- Patterns such as frequent days eg Mondays/Fridays or recurring absences are identified
- Students approaching a threshold are flagged early for support

### **Recording and Documentation**

- All attendance related actions, contacts and plans are documented
- Records are stored securely and reviewed as part of ongoing monitoring

Approved	BOT Meeting - January 2026
Review	November 2026