

Attendance Management Plan

Strategic Priorities

Education and Progress. Meeting all ākonga educational needs, offering pathways to meet their aspiration needs.

Today's learners are tomorrow's leaders – attendance is the first step to learning.

Working towards the 90% attendance for 80% of ākonga as per Government's target. Currently attendance at 90% for Waihi College is 39.25% (av. 2025) - a realistic target would be 60% of ākonga to be present for 90% of the time.

Board responsibilities

The board is responsible for taking all reasonable steps to ensure that all ākonga attend the kura when it is open for instruction.

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

- having a commitment to support ākonga return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to ākonga absence that uses data-based thresholds to identify ākonga
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring ākonga absence, including identifying patterns and barriers to ākonga attendance
- publishing this attendance management plan on the kura website
- utilising the funding for the in kura service provider (ISP) to put supports in place to aid ākonga and whānau support for returning ākonga with very concerning attendance.

Principal responsibilities

The principal is responsible for:

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

Procedures

The Attendance Assistant will manage the recording of the ākonga attendance register and the follow-up procedures for non-attending ākonga. This includes calling and messaging whānau to gain understanding for full and half day absences. The Attendance Assistant will also support teachers to maintain accurate up-to-date attendance information. The attendance codes, along with explanations are attached below.

Classroom teachers are responsible for recording ākonga attendance for their class each period. Pouako are responsible for maintaining accurate and up-to-date records and supporting the

attendance systems. They will also monitor and follow-up on lateness and other attendance issues such as truancy.

The Attendance Assistant is responsible for monitoring ākongā attendance, ensuring that whānau are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious ākongā absence situations. Patterns of attendance and specific interventions being used will be evaluated by the Senior Leadership Team termly to review outcomes and effectiveness of these interventions.

Whānau will receive ākongā attendance data via termly updates.

Outside agencies will be used as appropriate to support attendance.

Ākongā will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence. Thresholds are as follows:

- Early Intervention: If ākongā have **five** absences, we will contact the whānau to discuss the reasons for absence and set expectations for regular attendance.
- Increased Support: If ākongā have **ten** absences, we will meet with the whānau and their rangatahi to identify any barriers to attendance and develop a plan to address them.
- Escalation: If ākongā have **15 or more** absences, we may need to escalate the matter to the Ministry of Education or another agency.

Below is the Stepped Attendance Response Activities for our kura. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in KAMAR. If you have any questions about our Stepped Attendance Response or procedures, please contact Amanda Cook, amandac@waihicol.school.nz

The attendance policy for Waihi College can be found on the kura website.

Monitoring

The deputy 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's consideration.

Additionally, the board will receive a termly report on those ākongā reported to the ISP, including information on their attendance, strategies in place, communications with whānau and agencies and success stories.

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: February 2026

Next review: February 2029

Attendance Management Procedure

Stepped Attendance Response

Stepped Attendance Response –*STAR*

Responding to all absence

The Government’s target is for **80% of students to attend regularly**, that is to attend school more than 90% of the time



Whānau & Kura Responsibilities:



Individual Student Attendance activities

Individualised student responses to absence thresholds

Less than 5 days absence in a school term

Whānau

How we can work together

- **Be there:** Make sure your tamariki get to kura every day they are healthy and able.
- **Build the routine:** Help them get into a good rhythm with getting to kura on time.
- **Whānau support:** Encourage other whānau to do the same—it takes a village!
- **Keep in touch:** Talk to us! If something is up, let kura know so we can help.
- **Follow the plan:** Work with kura guidelines to make sure everyone is on the same page.

Kura

What kura will do for you

- **Keep you updated:** We will reach out every time your tamariki is away so we're all on the same page.
- **Stay connected:** We'll make sure we have your right contact details so you never miss an update.
- **Talk to your tamariki:** We'll check in with your tamariki regularly to let them know how their attendance is going.
- **Share progress:** You'll get regular updates from us on your tamariki's attendance journey.
- **Practical support:** We will help your tamariki:
 - Feel confident and ready to come to school.
 - Keep learning at home if they can't make it in, using official health or well-being plans if needed.
 - Find the right pathway, including other types of learning or health schools if that's what's best for them.

Up to 10 days absence in a school term

Whānau

Getting back on track

- **Get back into the swing of things:** Work toward getting your tamariki back to kura every day.
- **Let's chat:** Reach out to kura to talk about why they've been away and how we can help them catch up.
- **Catch-up support:** Help your tamariki with any missed mahi so they feel confident walking back into kura.
- **Use the help available:** If kura offers extra support or programs, jump on board—we're here to help.

Kura

How we support your tamariki's return

- **Checking in:** We'll reach out to chat about why your tamariki has been away and how it might be affecting their progress.
- **Catch-up help:** We will work with your tamariki to help them get back up to speed with any learning they've missed.
- **Using our team and tools:** We'll use everything we have at kura to help clear the way for your tamariki. This might include:
 - Our School Counsellor: For extra emotional support.
 - Flexible Timetables: Adjusting their day to make it more manageable.
 - Mana Manaakitanga: Using our school-wide systems to encourage and reward their progress.

Up to 15 days absence in a school term

Whānau

Working through challenges together

- **Getting back to routine:** Let's work together to get your tamariki back to kura consistently.
- **Sit down with us:** Come in for a kōrero so we can understand why they're away and create a plan that works for your whānau.
- **Try new ideas at home:** Give the agreed-upon tips and strategies a go at home to help make the transition easier.

Kura

Stepping up our support

- **Reaching out:** If things aren't improving, we will get in touch to talk about the best way forward.
- **A plan made together:** We'll invite you to a meeting so we can really understand what's happening and build a support plan that works for your tamariki's specific circumstances.
- **Support that fits:** Every ākonga is different, so we'll make sure the plan matches your whānau situation and helps overcome any hurdles.
- **Bringing in the experts:** We'll use all our kura resources and, if needed, reach out to the Attendance Service or other local agencies to get extra hands on deck for your whānau.

15 days or more of absence in a school term

Whānau

Staying the course

- **Keep the momentum:** Let's keep working toward getting your tamariki to kura every single day.
- **Stick with the plan:** Keep using the support and steps we've put in place together.
- **Stay in the loop:** Let's meet up regularly to check in, see how things are going, and celebrate the wins.

Kura

When more serious steps are needed

- **Official update:** We will let you know if we need to take a more formal approach to get things back on track.
- **Working with outside experts:** We will reach out to the Attendance Service or other support agencies to help your whānau.
- **A team effort:** We will work alongside those agencies as a single team to support your tamariki.
- **Staying on top of the plan:** We'll keep following the support plan we've built together to see if it's working.
- **Legal steps:** If all our offers of help aren't taken up and things don't change, the kura will reach out to the Ministry of Education.
- **Leaving the roll:** If it's clear an ākonga won't be returning to our kura, we will have to take them off our kura roll.



Ministry of Education

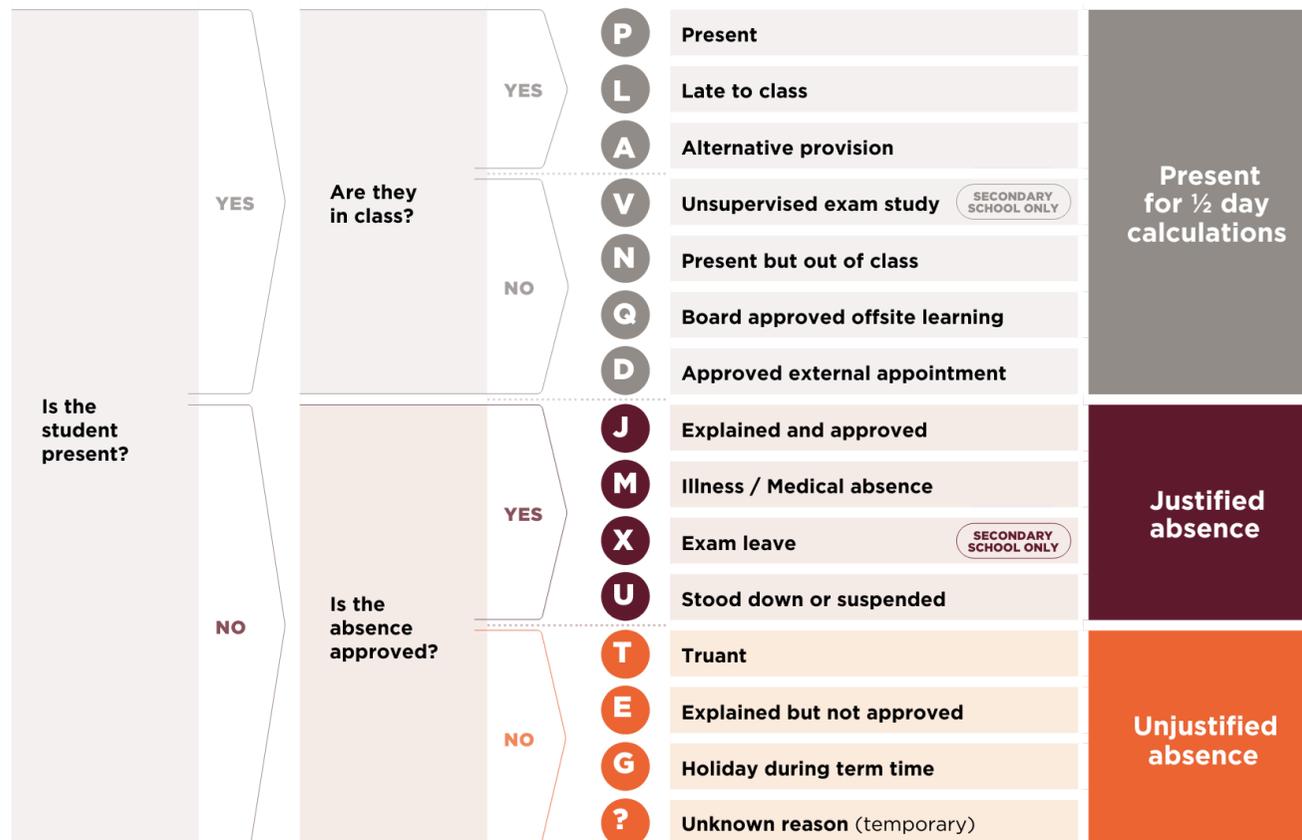
Attendance Service

- › Work with very concerning attendance and non-enrolled tamariki and their whānau to identify and address barriers to attendance. This includes:
 - › agreeing changes to be made,
 - › addressing some unmet basic needs impacting on attendance, and
 - › referring students to other services as necessary
- › Collaborate with kura so that
 - › they remain engaged as plans are developed and implemented, and
 - › they can continue to provide support as the student increases their attendance at kura, and the additional Attendance Service support is withdrawn

Regional and National teams

- › Facilitate involvement of other agencies
- › Support kura to access other education pathways for tamariki where appropriate
- › Consider system-wide initiatives for high-risk attendance
- › Reprioritise regional support resources to where most needed/effective
- › Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by kura

Attendance Code Decision Tree



Attendance Code Descriptions

Present for ½ day calculations

P Present

Student is present in class. This includes supervised dual tuition with Te Kura.

L Late to class

Student is late to class. Schools set the threshold for lateness (e.g. 10 minutes) in their school policy.

A Alternative provision

Student is present in a Ministry-approved alternative provision, such as a teen parent unit, alternative education, secondary-tertiary program, health school or activity centre.

V Unsupervised exam study

Student is present in an examination or unsupervised study where the student is on-site.

N Present but out of class

Student is present but out of class due to an on-site school activity (cultural or sporting event), internal appointment, temporary removal from class, or time in the sickbay.

C Board approved offsite learning

Student is present in Board-approved off-site learning, including courses, school-organised activities, and work experience.

D Approved external appointment

Student is present but has a medical appointment which is unable to be scheduled outside of school hours (e.g. doctor or dentist and includes travel time) or is participating in court proceedings.

Justified absence

J Explained and approved

Student is absent due to explained and approved reasons (e.g. family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings).

M Illness / Medical absence

Student is absent due to illness or medical reasons, including mental health-related absences (e.g. anxiety).

X Exam leave

Student is absent studying offsite preparing for exams. NOTE: Time allocated to this code is not included in Ministry attendance calculations.

U Stood down or suspended

Student is absent due to formal stand down or suspension. This code applies to the period of the stand-down or suspension, excluding the day it was imposed.

Unjustified absence

T Truant

Student is absent without explanation or permission from a parent / caregiver (e.g. skipping class)

E Explained but not approved

Student is absent and the reason provided does not meet the school's policy for a justifiable absence (e.g. a parent states their child didn't want to attend sports day).

G Holiday during term time

Student is absent due to a holiday taken.

? Unknown (temporary)

Temporary code used when the reason for a student's absence is initially unknown. This will be updated once the reason is confirmed.