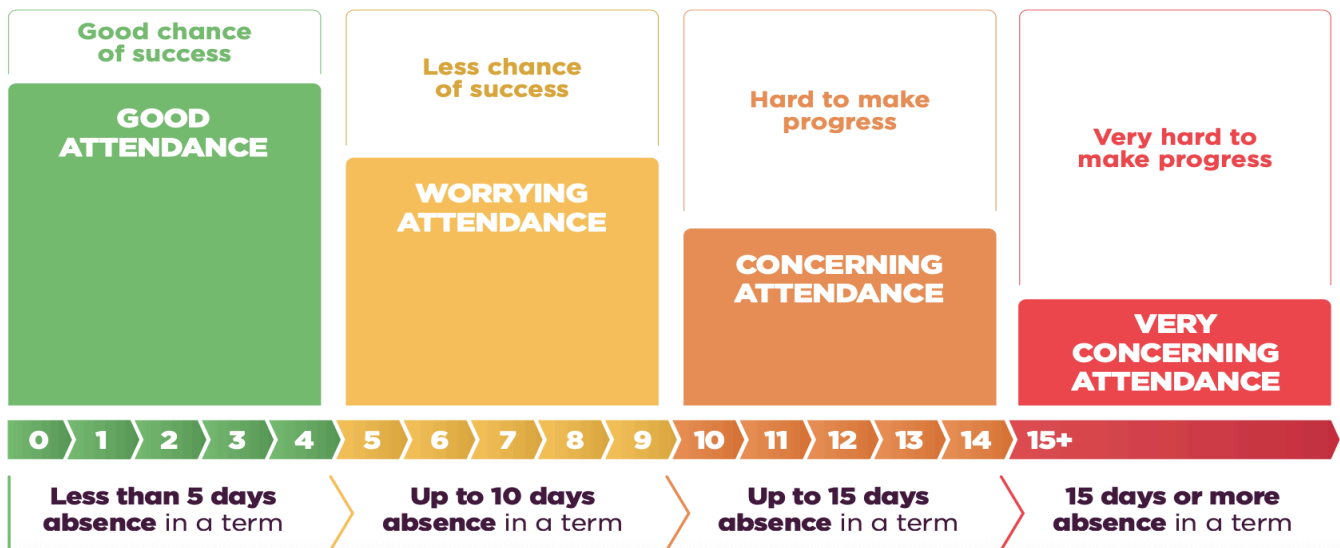


Attendance Management Plan 2025

Purpose: 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.

Our school uses the Stepped Attendance Response (STAR) to guide when and how we respond to absences.



If your child attends school regularly you can expect us to:	If your child has some absences you can expect us to:	If your child has many absences you can expect us to:	If your child has a lot of absences, you can expect us to:
<p>Communicate with you to find out why your child is absent. We encourage you to phone or leave a message on HERO if your child is unable to come to school.</p> <p>We will report attendance data regularly through HERO.</p> <p>Keep up to date contact information on HERO so we can contact you if your child is absent.</p>	<p>Work with you to identify any barriers to attendance.</p> <p>Support students to catch up on missed learning where required (e.g online learning or learning packs).</p> <p>Use in school resources as appropriate to remove barriers e.g. school counsellor, PB4L, well being plan etc.</p>	<p>Contact you to escalate concerns.</p> <p>Hold meetings to analyse reasons for absence and to collaborate on a support plan.</p> <p>We may seek support of the Attendance Service or other agencies to remove barriers to attendance.</p>	<p>Contact you to inform you of escalated response.</p> <p>Request support from Attendance Service or other agencies as needed.</p> <p>Review and monitor the support plan with your support.</p> <p>Request Ministry-led prosecution when considered appropriate if supports are offered and not taken up.</p> <p>Unenroll if students are absent for > 20 days without prior agreement.</p>

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.

Our attendance targets

For 80% or more of our students to attend school regularly by Term 4, 2030. Regular attendance means being present for 90% of the time.

For 85% of our students to be on time for school regularly (less than 5 lates in a term).

How do we identify and respond to absences?

- Daily electronic roll checks are completed by kaiako before 9am and 1.30pm.
- Admin staff ensure any students who we have not received an absence notification for are identified and contacted.
- Unexplained absences are followed up with a text or phone call home the same day.
- Absences are coded on HERO using the [attendance code tree](#).
- Patterns of irregular attendance are flagged weekly through SMS reporting by the Deputy Principal. These students are discussed during Pastoral Care on Thursday afternoons.

Classifying absences - Justified and Unjustified

At Oaklands Te Kura o Ōwaka we classify absences according to the Ministry of Education attendance codes.

Justified absences are:

- Explained and approved - family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings)
- Illness or medical absence
- Stand down or suspension

Unjustified absences include:

- Truant – No explanation is given for absence
- Holiday during term time
- Absences that do not fit within school policy, e.g not wanting to attend a sporting event

Attendance Matters!



Every Student, Every School, Every Day

Response Process

- Initial concern (after 3–5 days): Office staff and Deputy Principal contact whānau to understand context. Liaise with the Team leader to build understanding of attendance barriers.
- Ongoing concern (after 5–10 days): Attendance letter is sent to whanau requesting a meeting. Deputy Principal meets with whānau to develop a support plan. Attendance intervention is recorded on HERO.
- Chronic absence (20+ days): Referral to Attendance Service and/or social support agencies as appropriate. Attendance intervention is recorded on HERO.
- Whanau who take tamariki out of school for holidays > 5 days must complete and sign the [attached form](#). Online learning or learning packs are provided. Attendance intervention is recorded on HERO.

Support Strategies

- Discussing attendance concerns with Team leaders during weekly meetings
- Individualised attendance improvement plans
- Engagement with external support providers where appropriate
- Culturally responsive approaches to whānau engagement
- Referral to Christine for in school well being support
- Komodo well being survey - monitoring student well being as this is often a factor in poor attendance
- Regular newsletter articles to promote the importance of attendance
- Attendance information for whanau in enrolment pack

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

Links to other attendance documentation:

- [School docs](#) attendance policies and procedures
- [Stepped attendance support](#) (STAR)

Public Access

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

Reviewed: 29/07/25

Next Review Due: 01/07/26

Approved by: Board of Trustees