

Strategic Priorities

Regular school attendance is important for learners to achieve their educational potential.

The government target is that 80% of learners will be regularly attending school by 2030.

Our school currently has 56% regular attendance and a target of lifting regular attendance to 60% by the end of 2026.

Board Responsibilities

The board is responsible for taking all reasonable steps to ensure that the school's learners attend the school when it is open for instruction.

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

- Having a commitment to support learners return to regular attendance
- Having processes and procedures in place to support a Stepped Attendance Response to learner absence that uses data-based thresholds to identify learners
- Recording all absences, and responding accordingly
- Having an effective method in place for identifying and monitoring learner absence, including identifying patterns and barriers to learner attendance
- Publishing this attendance management plan on the school's website.

School Leader Responsibilities

The school leader is responsible for:

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

Monitoring

The School Leader 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.

Attendance Management Procedure – Stepped Attendance Response

We recognise the importance of regular attendance to help our learners achieve their educational potential.

Our attendance procedures ensure learners are accounted for during schools' hours. This allows school staff to identify and respond to learner attendance concerns.

We have a stepped attendance response to ensure we are able to identify learners and offer appropriate interventions at the thresholds to support learners to return to regular attendance.

We have annual targets for learner attendance and work with learners, parents and caregivers, whanau, staff and external agencies, where necessary to improve our levels of learner attendance.

Parent/Whānau Responsibilities

- Ensure learners attend every day they are able
- Reinforce good attendance habits
- Open communication with the school
- Follow the school's attendance management plan and associated attendance policies and procedures.

School Responsibilities

- Clear communication to parents and learners on attendance expectations on enrolment, at the start of the year and each term
- Communicate to parents what steps the school will take if the learner is absent from school
- Monitor learner attendance
- Provide learners with regular updates on their own attendance
- Report regularly to parents on attendance of their child.

School Procedures

- The School Leader will appoint staff and delegate duties, so as to manage the recording of the electronic learner attendance register and the follow-up procedures for non- attending learners.
- Non-teaching staff with duties associated with our attendance system will support staff to maintain accurate up-to-date attendance information.
- Learning leaders are responsible for recording learner attendance to their class each lesson.
- Whanau mentors 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.
- Curriculum leaders, Whanau leaders, Senior leaders are responsible for monitoring learner attendance, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious learner absence situations.
- Parents will receive learner attendance data via weekly emails / parent portal / termly updates.
- External agencies will be used as appropriate to support attendance.
- Learners will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.
- Patterns of attendance and specific interventions being used will be evaluated by the attendance team / SLT termly to review outcomes and effectiveness of these interventions
- Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in Kamar. The attendance team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Ronise Scanlan

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

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