PART 5   Attendance Management Plan

Purpose
To ensure every student attends school regularly, is supported to overcome barriers to attendance, and experiences success through consistent engagement in learning.

Goals
- Achieve 80% of students attending 90% or more of the term by 2030.
- Embed STAR-aligned practices into school-wide systems.
- Strengthen partnerships with whānau, community, and agencies to support attendance.

Key Components

1. Early Identification and Monitoring
- Use real-time data to monitor attendance daily.
- Identify students at risk of chronic absenteeism (5+ days absent per term).
- Disaggregate data by ethnicity, gender, year level, and priority learner status.

2. Tiered Response System (Aligned with STAR)
- 5 Days Absent: Form teacher contacts whānau to understand reasons and reinforce expectations.
- 10 Days Absent: Dean and senior leader meet with student and whānau to co-develop a support plan.
- 15+ Days Absent: Escalate to Ministry of Education and external agencies. Consider formal interventions if support is declined.

3. Academic Mentoring and Goal Setting
- Continue individualised mentoring to help students set attendance and learning goals.
- Integrate attendance conversations into mentoring cycles.

4. Whānau and Community Engagement
- Host regular hui in Whakatongia te Kakano to discuss attendance and wellbeing.
- Provide accessible communication channels (texts, emails, app notifications).
- Offer flexible meeting times for working families.

5. Staff Development and Leadership
- Train staff in culturally responsive approaches to attendance.
- Ensure all staff understand their role in the STAR framework.
- Middle leaders to include attendance targets in milestone reports.

6. System Review and Continuous Improvement
- Conduct termly reviews of attendance data and response effectiveness.
- Align attendance strategies with wellbeing initiatives.
- Report progress to the Board of and school community as appropriate.