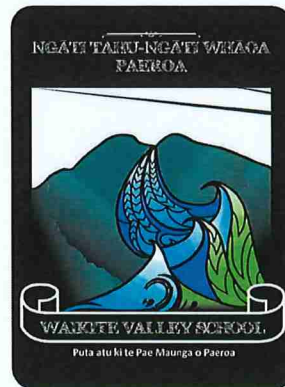


WAIKITE VALLEY SCHOOL ATTENDANCE MANAGEMENT PLAN HANDBOOK



Our Vision

Developing Learners for Life

Our Values

The Waikite Way

- Respect
- Confidence
- Grit
- Uniqueness

Contents

- Legal obligation
- Rationale
- Roles and Responsibilities
- Attendance flow diagram
- Attendance codes
- Attendance Management Plan
- Appendix

Legal Obligation

- 36 **Students of registered schools required to attend whenever schools are open**
- (1) Except as provided in this Act, a student is required to attend a registered school whenever it is open if the student—
 - (a) is required to be enrolled at a registered school;
 - (b) is aged 5 years and is enrolled at a registered school.
 - (2) A board or sponsor must take all reasonable steps to ensure that the school's students attend the school when it is open.
 - (3) For the purposes of this section, a student attends a school on any day if, on the day, —
 - (a) it has been open for instruction for 4 hours or more; and
 - (b) the student has been present for 4 hours or more when it was open for instruction.

Rationale

Consistent attendance is a critical factor in student achievement and wellbeing. Data continues to show a strong correlation between low attendance and low academic outcomes—students who are regularly present in class are more likely to engage in learning and achieve success.

Under New Zealand law, all students aged 6 to 16 are required to attend school every day. Ensuring this happens is a shared responsibility across our school community. When students attend regularly, they are more likely to feel connected to their peers, teachers, and learning environment—key elements that support both academic and personal growth.

There are many reasons why students may not attend school, and improving attendance requires a proactive, coordinated approach. This handbook outlines the roles and responsibilities of all staff, as well as the targeted strategies we will implement as part of our commitment to the Stepped Attendance Response Plan. Our collective goal is to raise overall attendance to at least 80%, with a focus on early identification, timely intervention, and strong relationships with whānau.

Accurate attendance marking is not only a professional expectation—it is a legal requirement. Attendance data is used for a range of purposes, including legal matters such as custody arrangements, and is now automatically uploaded daily to the Ministry of Education. This makes accuracy and timeliness more important than ever.

*By working together and following the steps outlined in this plan, we can ensure that every student at **Waikite Valley School** has the opportunity to succeed through regular, meaningful engagement in learning.*

2026 Term-by-Term Attendance Goals

Term	Regular (90%+)	Irregular (80–90%)	Moderate (70–80%)	Chronic (<70%)
Term 1	80%	15%	2%	2%
Term 2	70%	25%	3%	2%
Term 3	60%	35%	3%	2%
Term 4	75%	20%	3%	2%

Roles and Responsibilities

Students	<i>Expected to attend every day, arrive on time, and remain on-site during the school day.</i>
Whānau and Caregivers	<i>Ensure student attendance, arrive on time and inform the school of absences on the day.</i>
Teachers	<i>Mark attendance accurately at the beginning and middle of the day. Engage students in fulfilling purposeful learning. Acknowledge good attendance. Identify concerning patterns of absence. Discuss concerns with DP & Principal at weekly staff hui.</i>
SLT	<i>Lead the attendance strategy, support interventions, and oversee referrals to external agencies. Check weekly summary from the SMS.</i>
Administrator	<i>Check recorded attendance twice a day. Provide relievers with paper rolls. Any absence without a reason on the day follow up and amend SMS attendance Contact parents daily for absent students. Record contact on in attendance book. Inform class teachers of absence via staff messenger.</i>
Board	<i>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.</i>

Attendance Procedures

Teachers	<p>DAILY</p> <ul style="list-style-type: none">● Accurately mark the roll in every class (9:05 & 11:35)● Follow up on unexplained absences promptly. <p>WEEKLY</p> <ul style="list-style-type: none">● Monitor attendance patterns and refer concerns to DP & Principal <p>REGULARLY</p> <ul style="list-style-type: none">● Communicate with whānau about attendance patterns, and concerns in the 80-89% range via class page.● Contact parents if a child is repeatedly late
SLT	<p>DAILY</p> <ul style="list-style-type: none">● Support roll compliance. Check daily attendance data. <p>WEEKLY</p> <ul style="list-style-type: none">● Meet with staff about concerning patterns and referrals. <p>REGULARLY</p> <ul style="list-style-type: none">● Lead responses to chronic absence.● Refer students to the Attendance Service after 20+ days of absence.● Conduct home visits● Escalate concerns to external services
Administrator	<p>DAILY</p> <ul style="list-style-type: none">● Ensure student attendance is completed twice daily● Contact whānau for unexplained absences● Ensure late arrivals are recorded <p>WEEKLY</p> <ul style="list-style-type: none">● Track student attendance and flag concerning trends.

Attendance Thresholds and Responses

- **Green Zone ($\geq 90\%$)** – Teacher celebrates, minimal intervention required.
- **Yellow Zone (80–89%)** – Teachers contacts whānau, may introduce an attendance plan.
- **Orange Zone (70–79%)** – Principal meets contacts and/or meets with whānau. Plan created with Attendance Officer support.
- **Red Zone ($< 70\%$)** – SLT leads intensive intervention. External agencies involved where needed.

ATTENDANCE MANAGEMENT PLAN: FLOW DIAGRAM

	GREEN: 90% attendance (5 days per term) GOOD	YELLOW: 80% attendance (10 days per term) WORRYING	ORANGE: 70% (15 days per term) CONCERNING	RED: Less than 70% (15 days or more) SERIOUS CONCERN
Step 1	DAILY: Teacher MARKS ROLL am			
Step 2	DAILY: Teacher MARKS ROLL pm			
Step 3	Office admin checks attendance			
Step 4	Office admin contacts whānau for unexplained absence			
Step 5		Discussed/raised at weekly staff meeting.		
Step 6		Teachers contact whānau		
Step 7			SLT contacts whānau/home visit-offer support	
Step 8			Letter developed and loaded on SMS -send to whānau	
Step 9				Refer to attendance service Taken off roll after 21 days.

Code Group	Sub-Group	Code	Examples
Present	On-site	P – Present	In class and present
		L – Late to class	Late to class and present
		N – Present but out of class	<ul style="list-style-type: none"> On-site school-based activity e.g. cultural / sporting event like swimming sports, Athletics day
	Off-site	D – Approved external appointment	If a student cannot attend an appointment out of hours e.g. <ul style="list-style-type: none"> Medical appointments (doctor, dentist), specialist appointments
		Q – Board approved offsite learning	<ul style="list-style-type: none"> Tangihanga Cultural / Arts/ Sports event School camp
Absent	Justified Absences	M – Illness / Medical absence	<ul style="list-style-type: none"> Absent due to illness
		J – Explained and approved	<ul style="list-style-type: none"> Family arrangement
		U – Stood down or suspended	<ul style="list-style-type: none"> Stood down or suspended
	Unjustified Absences	T – Truant	<ul style="list-style-type: none"> Student is absent without explanation
		E – Explained but not approved	<ul style="list-style-type: none"> Absent without justifiable reason e.g. <ul style="list-style-type: none"> Didn't come to school because of sports day Went to watch siblings school production
		G – Holiday during term time	<ul style="list-style-type: none"> Holiday taken.
		? – Unknown reason (temporary)	<ul style="list-style-type: none"> This is a TEMPORARY code. This will be updated once the reason is specified.

WAIKITE VALLEY SCHOOL

Attendance Management Plan

Communication – Monitoring– Reporting



For students with less than 5 days absence in a school term - 90% + attendance

Goal - To maintain and reinforce regular attendance patterns,

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p>Communication</p> <p>Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p> <p>Maintain contact details</p>	<p><i>Include in weekly newsletter with attendance requirements-MOE targets</i></p> <p><i>Enrolment packs, include attendance expectations to go out with new students</i></p> <p><i>Identify all student absences</i></p> <p><i>Communicate these to parents</i></p>	<p><i>Newsletter introduces attendance expectations and outlines protocols</i></p> <p><i>Mid-year and EOY reports highlights year to date attendance.</i></p> <p><i>End of term 1 and 3 attendance letters to update parents of rates</i></p>	SLT
<p>Monitoring</p> <p>Monitor attendance</p> <p>Parents communicate to school about an absence</p> <p>Maintain contact details of parents</p>	<p><i>Roll is marked by teacher at 9.05 and 11:35.</i></p> <p><i>In the morning teachers identify students absent the day before and have a conversation around the cause of the absence.</i></p> <p><i>Office admin checks attendance is recorded and whānau contacted for unexplained absence</i></p> <p><i>Annual Updates of whānau details completed</i></p>	<p><i>SMS</i></p> <p><i>Office Admin-send text or ring</i></p> <p><i>Letter goes out about updating contact details</i></p>	Teacher Office administrator
<p>Reporting</p> <p><i>Provide students with regular updates on their own attendance</i></p> <p>Report regularly to parents on attendance of their child</p>	<p><i>Letter/email sent end of Term 1 and 3</i></p> <p><i>Reports include attendance Term 2 and 4</i></p> <p><i>Share Termly Everyday Matters Attendance summary in the Newsletter</i></p>	<p><i>SMS</i></p> <p><i>Email</i></p> <p><i>Weekly Newsletter</i></p>	Office administrator School Board Principal

WAIKITE VALLEY SCHOOL

Attendance Management Plan

Communication – Monitoring– Reporting



For students with up to 10 days absence in a school term - 80% attendance

Goal -To restore student's attendance to above 90%

Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> <i>Teachers contact parent/ guardian to discuss reasons for absence and impact on learning</i> <i>Communicate to parents what steps the school will take in the event their child's absence continues to increase</i>	<i>Teachers identify patterns of more than 1- 2 days a fortnight absent. Discuss what other services we can offer e.g. Reporoa Health Centre.</i> <i>Contact whānau via phone call</i>	<i>Weekly Staff Hui patterns are identified</i> <i>School phone, class pages</i>	<i>Teachers</i> <i>Office Admin</i>
<u>Monitoring</u> <i>Monitor attendance</i>	SMS <i>flag students who have been absent 6 days and then after 8 days</i>	<i>SMS</i>	<i>Office Admin</i>
<u>Reporting</u> <i>Report regularly to parents on attendance of their child</i>	<i>Contact parents follow up with email</i>	<i>Tracking attendance rates</i>	<i>Teachers</i>

WAIKITE VALLEY SCHOOL

Attendance Management Plan

Communication – Monitoring– Reporting



For students with up to 15 days absence in a school term - 70% attendance

Goal - to re-engage students and increase attendance.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> <i>Send formal notification to parents</i> <i>Hold meeting to discuss reasons for absence and to collaborate on a support plan</i> <i>Develop and implement a plan tailored to the reasons and circumstances around the child's absence</i>	<i>Letter of concern sent inviting whānau to be part of solution</i> <i>Arrange the meeting</i> <i>Hold everyone accountable for their part in the plan</i>	<i>Delivered to parents/whānau</i> <i>Developed and monitored</i> <i>template</i>	<i>DP</i> <i>Principal</i>
<u>Monitoring</u> <i>Monitor attendance</i> <i>Communicate to parents about every absence</i>	<i>Discussion at SLT hui</i> <i>Absence Message text or phone call home by SLT</i>	<i>SLT check to see if absence has been explained and if not contact home or conduct home visit</i>	<i>DP</i> <i>Principal</i>
<u>Reporting</u> <i>Report regularly to parents on attendance of their child</i>	<i>Check student attendance rates</i>	<i>Track attendance rates using SMS</i>	<i>DP</i> <i>Principal</i>

WAIKITE VALLEY SCHOOL

Attendance Management Plan

Communication – Monitoring– Reporting



For students with up to 15 or more days absence in a school term - LESS THAN 70% attendance

Goal- Intensive intervention to overcome complex barriers.

Activities	What we do (A description of the school's actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> <i>Contact parents to escalate concerns</i>	<i>Make contact to arrange meeting</i> <i>Escalate to attendance service</i>	<i>Send warning notice</i>	<i>DP</i> <i>Principal</i>
<u>Monitoring</u> <i>Implement and monitor improvement plan</i>	<i>Develop improvement plan</i> <i>After 21 days student is taken off roll</i>	<i>Review improvement plan</i>	<i>DP</i> <i>Principal</i>
<u>Reporting</u> <i>Refer to the Ministry to consider action, including prosecution, when supports are offered and not taken up</i>	<i>Refer students to Interagency Hui - MoE are part of this.</i>	<i>Run two Interagency hui each term to develop a pathway for intervention</i>	<i>DP</i> <i>Principal</i>