Kimihia Parents' College: Attendance Management Plan

Overarching Statement

We are committed to supporting every student to attend school regularly. We understand that barriers to attendance are complex and will work collaboratively and with empathy to support ākonga and their whānau. Early intervention, clear communication, and whānau and youth services collaboration are key to our approach.

Strategic Priorities

- **Primary Goal:** To achieve the government's target of 80% of students regularly attending school (attending more than 90% of the time) by 2030.
- **School Target:** Our host school Te Aratai has a target of **55%** regular attendance in **2026**. This is an 8% increase on 2025's attendance.
- **Culture:** To foster a positive school-wide culture where attendance is valued, and every student feels a sense of Turangawaewae (*belonging*).
- **Partnership:** To work in partnership with ākonga, whānau, and community services to identify and remove barriers to attendance.
- **Framework:** To use Te Tiriti o Waitangi, Ngā Uara o Te Aratai, and the Ministry of Education's Stepped Attendance Response (STAR) to guide how we respond to all absences.

Board Responsibilities

- Set strategic objectives and targets for improving student attendance.
- Receive and review regular monitoring reports from the Principal on attendance data and progress against targets.
- Ensure the Attendance Management Plan is effectively implemented, monitored, and reviewed.
- Ensure the school's attendance procedures, policies and implementation comply with all Te Tiriti o Waitangi and legislative requirements.

Principal Responsibilities

- Oversee the development, implementation, and regular review of the Attendance Management Plan and supporting procedures.
- Ensure all staff (teaching, pastoral, and support) are aware of and understand their responsibilities regarding attendance.

- Ensure attendance data is accurately recorded, regularly monitored, and used to identify trends and students in need of support.
- Report regularly to the Board on attendance data, trends, and the effectiveness of interventions.
- Lead the Deputy Principal (Pastoral) in managing escalated attendance concerns.

How our whānau can support their ākonga:

- Ensure ākonga attends school every day they are able, arriving on time.
- Contact Kimihia (by phone call, text or email) to explain any-part or full-day absences as early as possible.
- Maintain open communication with us, responding to contacts about attendance.
- Engage with us and support services to develop and implement support plans if attendance becomes a concern.

How Kimihia Parents' College will support ākonga:

- Communicate clearly with whānau about attendance expectations, procedures, and the follow-up steps we will take.
- Act early to follow up on all absences.
- Provide regular updates to ākonga, youth coaches and whānau on their attendance.
- Develop and implement support plans for ākonga with worrying or concerning attendance.
- Escalate as needed, involving other services and considering requests for support from Attendance Services.

Attendance Management Procedure - Stepped Attendance Response (STAR)

This procedure outlines the shared responsibilities and stepped interventions our school will follow to support and manage student attendance.

SCHOOL ACTIONS				
	Good	**Worrying**	**Concerning**	**Very Concerning**
Manaakitanga	Focus on building positive rapport with Kaiārahi via enrolment interviews at beginning of the year	Address any practical needs that have contributed to a negative shift in attendance Support ākonga to catch up on missed learning where required	HOD Kimihia to connect with youth coaches/whānau to utilise their knowledge of their ākonga and signal escalation of concerns	HOD Kimihia to contact youth coaches/whānau to inform them of the escalated response and offer support Adapt learning programmes where required
Whanaungatanga	Communicate with youth coaches/whānau about every absence • *Text messages in morning*	Head teacher to contact ākonga/youth coaches/whānau to discuss the reasons for absence and the	HOD Kimihia to connect with youth coaches for intensive case management	HOD Kimihia to ensure youth coaches have explained the consequences of unexplained absences in terms

	from admin re transport • *HOD contact for full day* Maintain accurate contact details for ākonga/whānau	impact on learning Highlight any attendance concerns during weekly kaiako hui	Request support from external Attendance Service or other agencies as needed if In-School Service is not available of appropriate	of benefit sanctions Request support from external Attendance Service or other agencies
Rangatiratanga	Provide ākonga with regular updates on their attendance	Utilise in-school resources as appropriate (e.g. nurse, counsellor, financial support with doctor) to remove barriers	HOD to hold hui with ākonga/whānau/youth coaches to analyse reasons for absence and collaborate on a support plan	HOD Kimihia to ensure youth coaches have explained the consequences of unexplained absences Engage with Careers/ARA
Turangawaewae	Report regularly to ākonga/whānau/youth coaches on their attendance		Develop and implement a tailored support plan	Maintain implementation and monitoring of support plan
WHĀNAU and YOUTH COACHES' ACTIONS				
	Good	**Worrying**	**Concerning**	**Very Concerning**
Manaakitanga	Reinforce good attendance habits	Contact school to discuss reasons for absence		
Whanaungatanga	Maintain open communication with school	Work with school to return ākonga to regular attendance	Participate in the meeting to collaborate on the support plan	Participate in regular follow-up meetings

Rangatiratanga	Ensure ākonga attends school every day they are able, arriving on time	Engage with supports offered.	Implement agreed strategies at home	Actively engage in the support plan and multi-agency meetings
Turangawaewae	Attend enrolment interviews and school celebration occasions to connect with the kura and kaiako	Report regularly to caregivers and ākonga on attendance		

School Procedures: Detailed Internal Systems & Roles

Ākonga (Student) Responsibilities

- Arrive at class on time.
- Ask subject teachers to correct any attendance errors.
- Remain in class unless given express permission.

All Staff Responsibilities

- Encourage ākonga to be in the right place at the right time - acknowledge those who are out of class and redirect them.
- Make KAMAR entries any time a learner is seen bunking, noting the time and compliance.

Subject Teacher Responsibilities

- Accurately record attendance within the first 15 minutes of the lesson.
- Change any '?' to 'L' (Late) if learners arrive after the roll is completed.
- Input any attendance concerns to KAMAR to be picked up by Kaiārahi.

Support Staff Responsibilities

- Office manager to create a daily roll in google docs for teachers to access, which is based on communication for school transport.
- Office manager to call or message students who have not requested transport and who do not have a justified absence already recorded.
- Students who are absent and have not communicated are to be recorded as “T”

Kaiārahi Responsibilities

- Check attendance with learners at least once a week in ako time.
- Have conversations around unjustified absences and lateness to support better decision-making.
- Refer to HOD so she can contact home about attendance concerns (regular truancy, lates, full-day absences) and make a KAMAR entry.
- Amend attendance codes as required based on ākonga/whānau/youth coach confirmation.

HOD Responsibilities

- Support Kaiārahi in their responsibilities.
- Monitor daily attendance and escalate to whānau/youth coaches immediately on unjustified absences for more than a day.
- Regularly reflect on attendance data.
- Issue escalated consequences alongside youth coaches.
- Contact home regarding attendance concerns and arrange hui where necessary.
- Acknowledge and reward learners who have positively changed their attendance.

Pastoral Team Responsibilities: Nurse and Counsellor

- Coordinate with Te Tahi Youth, Youth Coaches and health, community and legal services to organise support.
- Where appropriate, inform HOD of barriers to attendance that kura can support with (while respecting confidentiality)

Senior Leadership Team (SLT) Responsibilities

- Support HOD KImihia and Pastoral teams.
- Support HOD Kimihia with organising hui with whānau for learners under 16.
  - Outline legal responsibilities (for under 16s).
  - Outline next steps (e.g., Health School, Correspondence School, ARA referral).

Monitoring

- The Principal will provide the Board with a comprehensive attendance report each term.
- The report will include:

- Overall school attendance percentage.
- Percentage of students in each STAR category (Good, Worrying, Concerning, Very Concerning).
- Attendance data broken down by demographic groups (e.g., year level, ethnicity).
- Progress against the school's strategic attendance target.
- An overview of interventions and their effectiveness.

- The Pastoral Team and Deans will review attendance data weekly.

Legislative Compliance

This plan supports our school's compliance with:

- Education and Training Act 2020
- Education Attendance Rules
- Education Attendance Management Plan regulations

Reviewed: [March 2026]

Next review: [March 2027]