



Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

"Ka whangaia, ka tupu, ka puawai."

Attendance Management Plan

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government target is that **<80% of students will be regularly attending school <90% of the time by 2030.**

TARGET 1: Lift 'regular' attendance year on year, and to <80% of students attending school <90% of the time by the end of 2030.

Attendance Data (Year on Year)					
	Present 0-70%	Present 71-80%	Present 81-90%	Present 91-100%	Late
2024	1.04%	6.77%	23.98%	68.23%	1.14%
2025*	1.62%	3.64%	17.41%	77.33%	1.28%
2026					

2025* (To Date)

TARGET 2: Lift same Term 'regular' attendance each year. (E.g. Term 1 2024 vs Term 1 2025)

Regular <90% Attendance (Term vs Term)				
	Term 1	Term 2	Term 3	Term 4
2024	73.14%	64.84%	53.72%	76.56%
2025	79.28%	73.08%	65.16%	70.04% (To Date)
2026				

Board Responsibilities

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.

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

- having a commitment to support students return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response (STAR) to student absence that uses data-based thresholds to identify students
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing this attendance management plan on the school's website.

Principal Responsibilities

The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded to and actions are taken to align with attendance thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance
- Report to the board on any trends, barriers to attendance and interventions being used to support student attendance

Procedures / Supporting Documentation

[Karaka School 'Attendance Management Procedure' LINK](#)

Monitoring

The principal 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.

Legislative Compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

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

Reviewed: December 2025

Next review: June 2026

Attendance Management Procedure- Stepped Attendance Response

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

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

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

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

Parent/Whanau Responsibilities:

- ensure students 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 students 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 student is absent from school
- monitor student attendance
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

School Procedures

The principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non- attending students.

Classroom teachers are responsible for recording student attendance in class on a half daily basis.

Class teachers are responsible for maintaining accurate and up-to-date records and supporting the HERO attendance system. They will also monitor and follow-up on lateness, attendance and other attendance issues as per the school 'Attendance Management Procedure'

Senior leaders are responsible for monitoring student attendance, ensuring that parents are informed of attendance concerns. Staff and relevant personnel will be kept informed of serious student absence situations.

Parents of learners with concerning attendance will receive attendance data and information via phone / email / HERO / School Reports.

Outside agencies will be used as appropriate to support attendance.

Students will be identified at attendance thresholds. Follow-up actions will be tailored to the reasons for absence and form part of an Individual Attendance Plan (IAP)

Patterns of attendance and specific interventions being used will be evaluated by the Attendance Coordinator/SLT termly to review the effectiveness of these interventions.