



POROTI SCHOOL
Every student matters. Every day counts.

Attendance Management Plan

This plan outlines the strategic approach, responsibilities, procedures, and monitoring activities to ensure high attendance and engagement across our school community.

Our school currently has 66% regular attendance* (Attendance Matters report Term 4 2025) and a target of lifting regular attendance to 80% by the end of 2026.

*Denotes over 90% attendance - fewer than 5 days absence across a term.

A connected school community that does everything to make sure our students are attending, participating and progressing in their education can play a pivotal role in raising attendance.

Strategic Priorities

Our core strategic priorities for attendance management are:

- **Priority 1: Proactive Engagement and Communication** - Establish clear, consistent communication channels with parents/guardians and students regarding attendance expectations and the impact of absence on learning.
- **Priority 2: Early Identification and Intervention** - Implement robust systems for the early identification of emerging attendance patterns and timely intervention to support students and families.
- **Priority 3: Positive Attendance Culture** - Foster a whole-school culture that values and celebrates regular attendance and punctuality as fundamental to academic success and well-being.
- **Priority 4: Data-Driven Decision Making** - Utilise attendance data to inform strategic planning, resource allocation, and the effectiveness of intervention strategies.

Roles and Responsibilities

The successful implementation of this plan requires clear accountability across all levels of the school and our community.

Board Responsibilities

The Board is responsible for the overall governance and strategic oversight of attendance management, taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

Responsibility	Description
Policy Approval	Review and approve the Attendance Management Plan and related policies, complying with the provisions in the legislation attached to student attendance.
Resource Allocation	Ensure sufficient resources (staffing, systems, professional development) are allocated for effective attendance management showing commitment to supporting students to return to regular attendance.
Performance Monitoring	Regularly receive and review reports on school-wide attendance data and the effectiveness of the plan.

Principal Responsibilities

The Principal is the operational leader responsible for the day-to-day implementation of the plan.

Responsibility	Description
Leadership	Champion a positive attendance culture and lead the implementation of this plan.
Staff Management	Ensure all staff are trained on attendance procedures.
Reporting	Report regularly to the Board on attendance performance and identified risks or concerns, barriers and interventions being used to support attendance.
Complex Case Management	Oversee and intervene in complex or persistent non-attendance cases in conjunction with Ngā Ratonga Tautoko (Northable Attendance Programme) and our Case Worker if deemed necessary.

Responsibility	Description
Communication	Ensure that all students, whānau and staff understand the processes and procedures that support student attendance.

School Responsibilities

All school staff play a critical role in supporting and monitoring student attendance.

Responsibility	Description
Daily Monitoring	Record and monitor daily student attendance accurately and promptly.
Initial Contact	Make initial contact with parents/guardians regarding unexplained absences within the school day.
Intervention Implementation	Implement agreed-upon intervention strategies for students with emerging attendance issues.
Data Maintenance	Ensure the student information system is accurately updated with attendance codes and documentation.

Whānau Responsibilities

Parents and guardians (Whānau) have a vital role in ensuring their child's regular attendance and punctuality.

Responsibility	Description
Ensuring Attendance	Ensure their child attends school every day it is open for instruction, unless prevented by sickness or other reasonable causes approved at the discretion of the school.
Timely Notification	Notify the school of a student's absence on the day of the absence, providing the reason.
Supporting Punctuality	Ensure their child arrives at school on time, ready to learn.

Responsibility	Description
Collaboration	Engage with the school in a constructive manner to address any attendance concerns and participate in the development and implementation of Attendance Improvement Plans.
Health and Well-being	Prioritise their child's health and well-being, including seeking medical attention when necessary, to facilitate regular school attendance.

Procedures

The following procedures will be consistently followed for managing student attendance.

Procedures for Absence Reporting

1. Parents/guardians must notify the school of a student's absence on the day of the absence.
2. Notification must include the student's name and reason for absence.
3. Unexplained absences will be followed up by the school office with a phone call or text after the attendance register (on eTap) has been marked.
4. As well as the electronic attendance record a hard copy book is also used to record daily attendance stating Name, who contacted, Reason for absence and Code to be used.

Procedures for Late Arrivals

1. Students arriving after the morning bell must report to the school office.
2. Reasons for lateness will be recorded. Repeated or unexplained lateness will result in follow-up with the student and parents/guardians.

Intervention Procedures for Persistent Absence

1. **Stage 1: Early Concern (e.g., 5-9 unexplained/concerning absences in a term):** Initial meeting with parents/guardians to discuss concerns, identify barriers, and agree on an initial Attendance Improvement Plan.
2. **Stage 2: Moderate Concern (e.g., 10-14 unexplained/concerning absences in a term):** Referral for further assessment and collaboration with external support services, if necessary.
3. **Stage 3: Severe/Chronic Concern (e.g., 15+ unexplained/concerning absences in a term):** Formal meeting involving the Principal, parents/guardians, and relevant external agencies i.e. Ngā Ratonga Tautoko (Northable Attendance Programme) and our Case Worker.

This may lead to statutory action if non-attendance persists without reasonable explanation.

Supporting Documentation

The following documents support the effective implementation of this plan:

- Attendance Policy – School docs [Attendance Policy](#)
- Stepped Attendance Response - STAR Ministry of Education framework. [STAR](#)
- EveryDay Matters Reports from Ministry of Education

Monitoring

Effective monitoring ensures the plan is working and allows for timely adjustments.

Monitoring of this plan will occur through the following means:

Frequency	Activity	Responsible Role
Daily	Track daily attendance records and follow up on unexplained absences.	School Office Staff
Weekly	Review individual student attendance data for emerging patterns.	Principal and Staff
Monthly	Present a summary attendance report to the Board at meeting.	Principal
Termly	Formal review of the Attendance Management Plan's effectiveness and intervention outcomes.	Board
Terms 2 and 4	Individual Attendance Letters for students attached to Reports using STAR	Principal
Annually	Comprehensive data analysis to inform the strategic priorities for the following academic year.	Principal

School stepped Attendance Response

Below is our stepped response for responding to individual student absence

Good chance of success GOOD ATTENDANCE	Less chance of success WORRYING ATTENDANCE	Hard to make progress CONCERNING ATTENDANCE	Very hard to make progress VERY CONCERNING ATTENDANCE
Less than 5 days absence in a school term	Up to 10 days absence in a school term	Up to 15 days absence in a school term	15 days or more absence in a school term
Whānau	Whānau	Whānau	Whānau
<ul style="list-style-type: none"> ● Ensure student attends every day they are able ● Reinforce good attendance habits ● Support other Whānau to reinforce good attendance habits ● Follow school attendance management plan and procedures 	<ul style="list-style-type: none"> ● Return student to regular attendance ● Contact school to discuss reasons for absence and impact on learning ● Support student to catch up on missed learning ● Engage in supports offered 	<ul style="list-style-type: none"> ● Return student to regular attendance ● Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan ● Implement strategies at home 	<ul style="list-style-type: none"> ● Return student to regular attendance ● Engage in support plan ● Participate in regular meetings
School	School	School	School
<ul style="list-style-type: none"> ● Communicate with Whānau about every absence ● Maintain up to date contact details ● Provide students with regular updates on their own attendance ● Report regularly to Whānau on attendance of their child ● Report on school wide attendance in newsletters and social media 	<ul style="list-style-type: none"> ● Contact parents/caregivers to discuss reasons for absence and impact on learning ● Support student to catch up on missed learning where required ● Use in-school resources as appropriate to remove barriers and request support as needed 	<ul style="list-style-type: none"> ● Contact parents / caregivers to escalate concerns ● Hold meeting to analyse reasons for absence and to collaborate on a support plan ● Develop and implement a support plan tailored to the reasons and circumstances of the individual student's absence 	<ul style="list-style-type: none"> ● Contact parents / caregivers to inform of escalated response ● Request support from Attendance Service or other agencies as needed ● Participate in a multi-agency response ● Maintain implementation and monitoring of support plan to reintegrate student

Legislative compliance/Legislation

Education and Training Act 2020

Education Attendance rules

Education (School Attendance) Regulations 2024

Reviewed: February 2026	Next review: February 2029
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