



Gate Pā School
Pukehinahina

ATTENDANCE MANAGEMENT PLAN

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Overarching attendance objectives and strategic priorities

At Gate Pā School being at school every day matters because it supports our tamariki to learn, feel safe, and belong. Regular attendance(90+%) helps children build strong relationships, stay engaged in their learning, and achieve their best over time. This focus reflects our school values and strategic goals, and our commitment to equity and wellbeing. With a current regular attendance rate of 63%, improving attendance is a clear priority. We will know we are making a difference when regular attendance increases to 80% by 2030 (a minimum of 7% per year) , fewer students are frequently absent, and our tamariki feel connected, confident, and ready to learn. We will work in partnership with whānau and our wider community to remove barriers and support every child to be present and thriving.

Attendance Policy – Board Responsibilities

Legislative Requirement

In accordance with the Education and Training Act 2020, all students aged 6–16 years must be enrolled at a registered school (unless legally exempt) and must attend regularly while the school is open for instruction.

Board Commitment

- The Board will take all reasonable steps to ensure that students attend school regularly and that legislative requirements relating to attendance are met.

Governance Responsibilities

- To meet its obligations, the Board will ensure that the school:
- Has clear policies and procedures that comply with current legislation and Ministry of Education requirements.
- Accurately records and monitors all student absences.
- Implements a Stepped Attendance Response using data-based thresholds to identify and respond to emerging attendance concerns.
- Acts promptly on unexplained or concerning absences.
- Identifies patterns of absence and monitors attendance trends at a whole-school and cohort level.
- Takes reasonable steps to address barriers to attendance and support students to return to regular attendance.

The Board will receive regular attendance reports to enable effective governance oversight.

Operational procedures are outlined in the Student Attendance Policy and related procedures (SchoolDocs).

The role of the Principal

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 too and actions taken recorded aligned with the 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.
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives

Attendance Management Procedures

Improving Attendance STAR

Class Teacher

Less than
5 days
absence
in a school term

- Marks class roll AM & PM
- Implements personalised incentives for students with irregular attendance
- Supports children to catch up on missed learning
- Establishes and maintains communication with whānau to clearly explain attendance expectations, the impact of

<p>Up to 10 days absence in a school term</p>	<p>non-attendance on ākongā learning and wellbeing, and to identify and work through any barriers to regular attendance.</p> <ul style="list-style-type: none"> • Provides student with regular updates on their own attendance • Reports informally and formally (once per term) on the attendance of their child. • Monitors students who are of concern • Discusses with Attendance Team member how child can be supported to attend
<p><u>Attendance Officer</u></p> <p>Less than 5 days absence in a school term</p> <p>Up to 10 days absence in a school term</p>	<p>DAILY:</p> <ul style="list-style-type: none"> • Ensures all rolls are complete and sends email to tchs who have incomplete rolls (copying Principal) • Process incoming messages - email, voicemail, Hero... • Check van list of absent students. Arrange additional van run if required • Follows up on incomplete rolls by 9:15am , including reliever rolls • Sends SMS to all unexplained absences • Sends list of target students to ASA for follow-up • Organises list of all unexplained absences and absences of concern and allocates senior staff families to phone • Checks/Updates daily attendance against follow-up doc. to prevent follow-up calls being made to students who are present <p>WEEKLY:</p> <ul style="list-style-type: none"> • Communicates attendance messages including reminders, celebrations and incentives - 2-3 times weekly • Attends Attendance Meetings and prepares any required data • Maintains contact details of whānau • Updates BOT report tracking attendance data and term targets • Ensures communications with relievers are up-to-date • Emails ASA team attendance details for referred students.
<p><u>Attendance Team Member</u> (one from each syndicate)</p> <p>Less than 5 days absence in a school term</p> <p>Up to 10 days absence in a school term</p> <p>Up to 15 days absence in a school term</p>	<p>MONITORS AND MEASURES PROGRESS</p> <ul style="list-style-type: none"> • Ensures all team members are establishing and maintaining attendance communication with whānau. • Implements class , syndicate and school-wide initiatives • Adds 'attendance' to syndicate minutes for sharing improvement strategies • Attends fortnightly school Attendance Hui <ul style="list-style-type: none"> ○ reviews students of concern and develops and implements a plan tailored to the reason for their absence. Plan may include: <ul style="list-style-type: none"> ■ assigning in-school and/or external resources to support identified students with attendance barriers , including <ul style="list-style-type: none"> ■ Basic needs - food and clothing ■ Transport: school van, petrol vouchers ■ Social, emotional - SWIS counsellor ■ Learning - tier 2 support ■ Health - public health nurse. • Escalating and participating in multi-agency response • Monitors plans • Sets and monitors targets - class, syn and school

	<ul style="list-style-type: none"> • Reviews (twice annually) School Tiered Attendance Response (STAR). • Decides on additional communications including formal notifications that need to be executed and by whom for who. • Reviews and adjusts procedures
<p>Senior Staff</p> <p>Less than 5 days absence in a school term</p> <p>Up to 10 days absence in a school term</p> <p>Up to 15 days absence in a school term</p>	<ul style="list-style-type: none"> • Senior staff phones whānau to inquire about child's welfare <ul style="list-style-type: none"> ○ Discusses importance of attendance and offers support
<p>Principal</p> <p>Less than 5 days absence in a school term</p> <p>Up to 10 days absence in a school term</p> <p>Up to 15 days absence in a school term</p> <p>15 days or more of absence in a school term</p>	<ul style="list-style-type: none"> • Chairs Attendance hui • Clear communication to parents and whānau: <ul style="list-style-type: none"> ○ attendance expectations -powhiri, hui with new parents, newsletter , HERO, social media ○ the steps the school will take when their child is absent ○ the impact of good and poor attendance habits • Contact whanau as required - facilities hui, phones and makes home visits . <ul style="list-style-type: none"> ○ Formal analysis of reason for absence and collaborates to create a support plan • Make decisions re high level action (including van use and prosecution) when all other avenues have been explored. • Instructs office to UNENROL child from attendance register (NET) • Liaises with external agencies <ul style="list-style-type: none"> ○ ASA, OT.