

Huiakama School Attendance Management Plan



Approval	Date approved at Board Mtg	Published on	https://huiakama.school.nz
Effective Date	3 February 2026	Review Date	

Overarching attendance objectives and strategic priorities

Regular school attendance is vital for the success and wellbeing of our students. Attending school every day supports our students to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as students are able to consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki should be absent for **no more than one day a fortnight** to ensure that they can have continued success at school.

At Huiakama School our school vision is to provide opportunities for our children to become empowered and engaged lifelong learners who strive to reach their potential. Our Stepped Attendance Response outlines our process for monitoring, supporting and improving attendance - so every student can strive to be the best they can be.

Baseline Data informing our Attendance Management Plan

Term 3 Attendance 2025 (from Every Day Matters)

Regular/Good Attendance	Worrying/Irregular Attendance
31%	46%
	Concerning/Moderate Attendance
	8%
	Very Concerning/Chronic Attendance
	15%

What would success look like?

Success would look like an increase to Regular/Good Attendance. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these students and whānau with Worrying/Irregular Attendance.

Annual Target

Regular/Good Attendance	Worrying/Irregular Attendance
31% ↑ 19% <u>50%</u>	46% ↓ 16% <u>30%</u>

Our initial target is to reach 50% by 2026, then we aim to increase Regular Attendance by 7.5% every year until 2030, which would meet the government target of 80% of children attending 90% of the time by 2030.

Strategic Plan and Annual Implementation Plan

Our Attendance Management Plan sits within our Strategic Plan and Annual Implementation Plan:

- Strategic Goal 3: Improving Attendance

Attendance Policy

Huiakama School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamariki and whānau and staff are responsible for reminding our community of these expectations.

As required by the Education and Training Act 202 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at Huiakama School attend when it is open for instruction (Education and Training Act 2020 s36).

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act s24). Whānau are expected to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments and trips outside of school hours or during the school holidays, where possible
- Work with the school to manage attendance concerns

Further supporting information can be found in our [School Docs Attendance Procedures](#)

Attendance Management Procedures

Attendance Expectations

We regularly communicate with our tamariki and whānau about attendance expectations, consisting of:

- Communication in the weekly newsletters
- Discussions at Learning Conferences
- Communicating expectations on enrolment
- Phone calls with whānau when needed

Recording Attendance

Teacher Responsibilities

1. Roll to be taken by teacher **BEFORE** 9.15am.
2. Make adjustments to the roll for any child who arrives late to school.
3. Afternoon roll must be taken **BEFORE** 1.25pm.
4. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance (through the Roll on HERO) to inform the Office.

Office Administrator Responsibilities

1. The Office Manager checks the texts and emails and takes phone calls of absences in the morning.
2. The Office Manager checks all classes' attendance on HERO from 9.15am.
3. Any children marked with a ? are then followed up by the Office Manager:
 - a. a text is sent out to all children who are marked with an ?
 - b. When replies are received, the Office Manager updates the absence with the appropriate code.
 - c. If no reply is received, the child is marked as Truant.
4. The Office Manager/principal will check the afternoon roll from 1.45pm.

Whānau Responsibilities

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments or trips outside of school hours or during school holidays where possible
- Work with us (school) to manage attendance concerns

Monitoring Practices

Every week, the Principal will:

- check patterns of attendance
- check for any erroneous coding
- follow up on Truant codes if no communication has been had with the whānau
- adhere to the STAR thresholds

Attendance patterns and concerns will be discussed with Attendance Services and decisions of any interventions will be made.

The Principal will:

- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives
- adhere to the STAR thresholds
- review the plan termly after considering the Every Day Matters Report
- ensure termly attendance is printed, signed by each teacher and securely stored onsite for 7 years