

## Attendance Management Plan

### Overarching attendance objectives and strategic priorities

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*You are encouraged to include*

- *Rationale for prioritising attendance (e.g. its link to student welfare and achievement)*
- *Links to or copies of existing strategic documents*
- *A summary of your school's current attendance data.*
- *Clear definition of success (e.g. targets or goals from your strategic or annual implementation plans).*

The Stepped Response from the Ministry along with new Attendance Codes prompted schoolwide discussions around attendance.

Our pastoral team, including some new Assistant Deans and new Attendance Officer, continue to reflect and look for ways to improve student attendance. In order to have more consistency across our Houses, there was a need to develop some structures and procedures to monitor, follow up and address student absences.

We have tracked our "At Risk" students, academically, for a number of years and this has often been linked to issues with attendance. We also have a Case Management (student welfare) process where again, student absences play a major role.

#### **Rationale**

To have clear procedures in place to record and monitor student attendance so that any absences can be identified and followed up on.

#### **Purpose**

- To make our attendance expectations clear to students, parents and staff.
- To have clear processes for monitoring and following up on all absences whether they are justified or not.
- To improve student achievement (attendance is directly related to achievement).
- To improve student welfare and sense of belonging.

#### **Current data**

As a school, our current attendance rate is 71% (averaged over the first 3 terms, 2025). Our Every Day Matters Attendance Reports from the Ministry showed 81% (Term 1), 69% (Term 2) and 62% (Term 3) of our students attended school on a regular basis, over 90% of the time.

#### **Goal**

Our definition of success would be to have an average regular attendance rate of 80% averaged throughout the year, 2026. Also, to improve our regular attendance by 5% each term from the previous year.

## Attendance Management Plan

### Attendance policy

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You will be required to include

- Key legal obligations under the Education and Training Act 2020, including:
  - Compulsory enrolment and regular attendance requirements
  - Board responsibilities to take all reasonable steps to ensure attendance
  - Parent/guardian obligations to ensure children attend school
- Expectations of parents, students, and staff in relation to student absence.

You are encouraged to include

- *Links to related policies (e.g. Board responsibilities, student management, communications, health education)*

**Attendance Policy** (reviewed and approved 21/05/25)

At Glendowie College, all students are expected to attend school during normal school hours. Students who fail to attend regularly will be identified and addressed in a way which will result in improved attendance. Attendance records must be kept and procedures put in place that comply with the Education and Training Amendment Act 2024.

## Attendance management procedures

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### You will be required to include

- **How you set and reinforce attendance expectations with families and students**

Attendance expectations and updates are shared with parents through the school newsletter.

Every Day Matters reports, highlighting key data, is shared in our parent newsletter, in staff briefing and in student assemblies, at the beginning of each term.

Attendance Matters – [poster](#) developed in order to break down the data and show staff, students and parents what the Ministry's STAR actually represents in terms of days, lessons missed.

Email sent home at the end of Term 1 to identify students with attendance rates over 90%.

Parents are sent an automated email every Friday which includes their child's attendance this week, attendance this year (including late occurrences), results this week and NCEA summary.

Students with an attendance percentage under 85% will require an exemption (from SLT) in order to participate in extra-curricular activities during school time.

- **Your process for recording attendance (timing and storage)**

Subject teachers and form teachers record attendance each period on our school management system. Relief teachers have been given access to record attendance information in a timely manner. Parents can access and view this information live on the parent portal.

We record students as present or absent using the [new](#) Ministry of Education attendance codes. An exemption to this is for students attending a funeral or tangihanga, code 'J' may be used for up to a maximum of 5 days.

Termly attendance % is recorded on all student reports, along with the Ministry's STAR thresholds.

- **Steps for following up on unexplained absences**

Attendance is checked, monitored and updated by an Attendance Officer.

The **Attendance Officer** is responsible for:

- Updating student attendance (notifications from parents/caregivers via email, SchoolBridge).
- Monitoring students arriving late or leaving school early.
- Sending daily absence notifications to parents, if school has not received an explanation.
- Monitoring and following up on attendance anomalies by class teachers.
- Requesting medical certificates (if student is absent for 3+ days).
- Following up with relevant deans or other staff as needed.
- Providing Assistant Deans with lists for form teacher to follow up (fortnightly).
- Making truancy referrals (when required).

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The **Form Teacher** is responsible for:

- Recording attendance during form time on our student management system.
- Discussing unexplained absences with students.
- Following up with students. This includes requesting notes from students to explain absences, contacting home if no note is provided.
- Assisting the Assistant Dean (fortnightly) by following up with students and updating attendance codes (eg. Explaining all ? codes).

The **Assistant Dean** is responsible for:

- Identifying students with attendance codes L, T, ?, E, in each form class (fortnightly).
- Following up with form teachers to complete and update fortnightly checking.
- Meeting with students to identify any barriers with their attendance; discuss strategies; give consequences eg. detentions, as needed.
- Contacting parents regarding any attendance concerns.
- Identifying concerning patterns of attendance.
- Identifying students of concern <80% and sending Letter #1 (first formal notification letter).
- Follow up and discuss with Dean any students with extended or persistent absences.

The **Dean** is responsible for:

- Regularly meeting with the Assistant Dean.
- Identifying students of concern <70% and sending Letter #2 (second formal notification letter).
- Meeting with students to identify any barriers with their attendance; discuss strategies (eg. Referral to counsellors; learning support; external agencies – NHS, Te Kura, ACES, Careers)
- Follow up and discuss with Deputy Principal any students with extended or persistent absences.

The **Deputy Principal** is responsible for:

- Regularly meeting with the Dean.
- Identifying students of concern <60% and sending Letter #3 (third formal notification letter).
- Case management meetings with dean; family; student, to identify any barriers with their attendance; create attendance agreements (when necessary); follow through on school processes (eg. stand down for continual disobedience).

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- how you use thresholds of the number of days a student is absent in a term to identify concerning absence or patterns of absence that require a response.
  - Regulations are expected to set out specific thresholds you will be required to have in your Plan. *You are encouraged to use the thresholds set out in the Stepped Attendance Response (STAR)*
  - escalation pathways if more support is required.
  - when and how you might involve other agencies like the Attendance Service or any interagency forums.

STAR response documents (by specific teachers):

- STAR response (by [Attendance Officer](#))
- STAR response (by [Form teacher](#))
- STAR response (by [Assistant Dean](#))
- STAR response (by [Dean](#))
- STAR response (by [Deputy Principal](#))
- STAR response ([Parent/Caregiver responsibilities](#))

*You are encouraged to include*

- *how you support students returning to school, including:*
  - *strategies or actions to support loss of learning*
  - *strategies or actions to reintegrate the student into the wider school environment and friendships*
  - *how you might support the student to join in school-based activities*
  - *how you will continue to keep the parent informed about progress the student is making to reintegrate back into school*

Strategies to support students returning to school include:

- Pastoral team to share relevant information with teachers. This could include reducing assessment pressures and workload.
- Students informed of support avenues. This can include after school tutorials; time in the Learning Centre; Exit Pass (to go to counsellor, dean or learning centre).
- Pastoral team working in collaboration with external agencies to reduce subject load.
- Kaiārahi used to connect directly with families.
- Deans to investigate areas of interest and provide opportunities for students to engage in extra curricular activities.

## Attendance Management Plan

### Monitoring and measuring progress

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You will be required to include

- how you will review and adjust your procedures, policy or Plan (both scheduling reviews and in response to changes).

You are encouraged to include

- *how you monitor that procedures are being followed.*
- *how you monitor the effectiveness of responses to absences.*
- *how school leadership reports to and gives assurance to the Board.*

We will review our Attendance policy every year.

We will review our attendance procedures throughout the year, in accordance with any changes or updates from the Ministry.

Ways in which we monitor:

- Deputy Principal (Student Services) does a weekly printout of staff not completing their rolls.
- Deputy Principal (Student Services) prints an overview of the number of ? codes per form class.
- Deputy Principal (Student Services) checks assistant deans and form teachers are completing and updating fortnightly attendance sheets.
- Deputy principal (Student Services) has overview of <80% dean tracking sheets.
- SLT to use Every Day matters attendance report to monitor termly attendance rates, including % of ? codes and % lateness.
- SLT has fortnightly meeting with Dean to discuss students of concern, including students with persistent absences.