Waitaki Boys'
HIGH SCHOOL

WBHS Attendance Management Plan

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government's target is that 80% of students will be regularly attending school by 2030.

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:

- committing to support students' return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response 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

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 that actions taken are recorded and 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.

Procedures/supporting documentation

Attendance Management Procedure - Stepped Attendance Response (STAR)

📄 Attendance emails

📄 Whānau Time Overview

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

Reviewed: January 2026	Next review: November 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 the school 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 an external agency, 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 the electronic student attendance register and the follow-up procedures for non-attending students.

Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate, up-to-date attendance information.

Classroom / whanau teachers are responsible for recording student attendance in their class each period.

Whanau teachers are responsible for maintaining accurate and up-to -date records and supporting the attendance systems. They will also monitor and follow up on lateness and attendance, and other attendance issues.

Deans/ team leaders/ Senior leaders are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Parents will receive student attendance data via weekly emails.

Outside agencies will be used as appropriate to support attendance.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by the pastoral team/SLT termly to review outcomes and effectiveness of these interventions

WBHS Stepped Attendance Response

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage, and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance. Contact parents asap (ideally within 2 school days) and arrange a meeting for as soon as possible.

Day-to-day operations			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Form teacher Principal School board	Termly attendance features, including updates on data in newsletters. Expectations and guidance for parents are published on our school website. Expectations for student attendance and steps that will be taken to address attendance are included in the enrolment forms. Work with parents and students, where appropriate.
Following up on absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents Follow up daily with parents on any unexplained absences	Administration team	Text-based reminder to be sent from 10 am for all unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Assess the history of new students	When enrolling, identify issues or trends in attendance history.	Dean/ Assistant Principal (new students during the year or not in year 9)	Use our "welcome to school" hui with whanau at the beginning of the year for year 9 students.

Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Penny Brown

Students with less than 5 days of absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration team or In School Attendance Team	Follow-up all absences to confirm the reason for absence. No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Whanau Teacher	Updates are sent to students and parents
Report regularly to parents on the attendance of their child	Providing weekly notes on attendance to parents via email	KAMAR	Updates are sent to students and parents through weekly notes
Between 0-4 days absence, all absences need to be followed up to ensure the correct code is recorded against the absence. Any students already on the attendance list from the previous term will be identified by the pastoral care team at their weekly meetings.			
Students with less than 10 days absence (5-9 days)			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parents to discuss reasons for absence and impact on learning	After 5 day, send an email to the parent Phone contact to be used if this is not the first time the student has met the threshold	Attendance Officer (Any concerns about next steps discussion options with the year level dean.)	Record actions taken in Kamer. If there is no action taken due to individual circumstance, record this against the student record. Follow-up to be within 2 schools days of meeting the threshold.
Support students to catch up on missed learning where required	Identify missed learning objectives and consider notes or activities to bring the student back up to speed	Whanau Teacher	Discuss with the student in form time- student to follow up with appropriate subject teachers. Check that no internal assessments are missed. (Yr11-13)
Use in-school resources as appropriate to remove barriers e.g. counsellor, uniform, bus pass	Contact the pastoral care team if barriers are identified that the school could assist with	Whanau teacher/ Pastoral care team	Parents and students provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse appointments

Between 5-9 days of absence, investigate reasons for this absence, and if there is a pattern across the year, consider actions listed at higher thresholds. Record all actions taken to address non-attendance.
For students who have progressed from having higher absences, provide feedback on the positive improvement in their attendance to both the student and whānau.
If there is no action taken due to individual circumstances, record this against the student record.

Students with less than 15 days of absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact the parent to escalate concerns	Further contact with the parent Email and/or phone call as required for escalation.	Year Level Dean	Record actions taken in Kamer. If there is no action taken due to individual circumstance, record this against the student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	Year Level Dean	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan. and	Year Level Dean	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available	Year Level Dean	
Between 10-14 days of absence, investigate reasons for this absence, and if there is a pattern across the year, consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance, record this against the student record.			
Students with greater than 15 days of absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact the parent to escalate concerns	Further escalating email	School leadership	
Hold a meeting with the parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting including parents and the student. Consider who will be in attendance.	Senior Dean / Deputy Principal / Year Level Dean	Plan to return the student to regular attendance
Request support from the Attendance Service or other agencies as needed Participate in a multi-agency response	Refer to the Ministry of Education attendance services or other agencies	Pastoral care team decision	Before referral, check all previous actions like support plan, are in place. Resources and supports will continue to be provided as appropriate

	Support access to services and collaborate with specialists		Reintegration plan in place to return the student to regular attendance
Maintain implementation and monitoring of the support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Pastoral care team	Support plan in place Continue monitoring Steps taken to reintegrate the student
Over 15 days of absence, investigate reasons for this absence and refer to dean and/or pastoral team for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			