Waiouru School
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Attendance Management Plan

Strategic Priorities

Regular attendance is critical for learning, wellbeing, and a strong sense of belonging at Waiouru School.

In our kura, we recognise the unique context of our community, including:

- frequent transitions due to NZDF postings
- rural isolation and winter conditions
- strong connections to Ngāti Rangi and Ngāti Tūmatauenga

Our approach balances high expectations with practical support.

We aim to:

- Increase the number of ākonga attending 90% or more of the time
- Reduce the number of students in the Worrying and Concerning attendance categories
- Identify attendance concerns early and respond quickly
- Work in partnership with whānau to remove barriers
- Ensure every tamaiti feels connected, supported, and wants to be at kura

We respond with understanding, but we do not lower expectations. Regular attendance remains essential for success.

Board Responsibilities

In line with the **Education and Training Act 2020 (s35–36)**, the Board will take all reasonable steps to ensure students attend school regularly.

The Board will:

- Set clear expectations for attendance across the kura
- Ensure systems and procedures are in place, including a **Stepped Attendance Response (STAR)**
- Monitor attendance data and trends, including:
    - % of students attending regularly (90%+)
    - Students below expected attendance
    - Patterns and barriers
- Support a focus on returning students to regular attendance
- Ensure this Attendance Management Plan is published and reviewed

Tumuaki Responsibilities (Principal)

The Tumuaki is responsible for leading a consistent, school-wide approach to attendance.

This includes:

- Implementing and monitoring the STAR process
- Ensuring attendance is recorded accurately and followed up daily
- Using HERO data to identify patterns and priority learners
- Ensuring staff, whānau and ākonga understand attendance expectations
- Leading engagement with whānau where concerns arise
- Reporting termly to the Board on:
    - attendance data
    - emerging trends
    - barriers and interventions

Procedures / Supporting Documentation

Waiouru School uses clear, consistent systems to manage attendance:

- Attendance recorded twice daily in **HERO**
- Same-day follow up for unexplained absences
- Use of Ministry-aligned attendance codes
- All actions and communication recorded
- STAR process used to guide response

Supporting documentation includes:

- Attendance codes guide
- STAR thresholds and response actions
- Whānau communication processes
- Referral pathways to external agencies

Monitoring

Attendance is actively monitored at all levels:

- **Daily:** Teachers and office follow up absences
- **Weekly:** Leadership monitors patterns and flags concerns
- **Termly:** Data analysed to identify trends and priority learners
- **Board Reporting:** Clear summary of attendance patterns and actions

Particular focus is given to:

- Students below 90% attendance
- Sudden changes in attendance patterns
- Students transitioning into or out of the kura

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Legislative Compliance

This plan aligns with:

- Education and Training Act 2020
- Education Attendance Rules
- Education (School Attendance) Regulations 2024

Reviewed: 1st April 2026	Next Review: April 2029

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Attendance Management Procedure – Stepped Attendance Response (STAR)

What would success look like?

At Waiouru School, success means:

- The majority of our ākonga attend **90% or more of the time**
- Students develop strong habits of attending every day
- Attendance concerns are identified and addressed early
- Students remain connected to learning, even during periods of transition
- Whānau and kura work together to support regular attendance

We recognise that due to the **transient nature of our community**, some disruption is unavoidable. Our focus is on **minimising the impact of absence and quickly re-establishing routines**.

The greatest shift will come from reducing the number of students in the **Worrying/Irregular attendance category** and moving them back into regular attendance.

Parent / Whānau Responsibilities

At Waiouru School, we expect whānau to:

- Ensure their tamaiti attends kura every day unless unwell
- Notify the school as early as possible when their child is absent
- Provide clear reasons for absence
- Arrange appointments and travel outside school hours where possible
- Work in partnership with the kura when attendance concerns arise
- Support their child to re-engage quickly after absence

We recognise that military life and rural living can present challenges. We will work alongside whānau to find practical solutions where needed.

School Responsibilities

Waiouru School will:

- Provide a safe, structured, and welcoming environment where tamariki feel a strong sense of belonging
- Set clear and consistent expectations that attendance matters
- Follow up all unexplained absences on the same day
- Take a relational, mana-enhancing approach when working with whānau
- Identify patterns early and respond before concerns escalate
- Provide support to help remove barriers to attendance
- Maintain clear, consistent processes across all classes

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School Procedures

Tumuaki / Leadership Responsibilities

- Ensure attendance systems and expectations are implemented consistently across the kura
- Monitor attendance data regularly using HERO
- Identify priority learners and patterns of concern
- Ensure follow-up actions are timely and recorded
- Meet with whānau where attendance concerns escalate
- Oversee development of support plans
- Engage external agencies when required
- Review attendance data and interventions termly

Kaiako Responsibilities

- Take the morning roll before 9.05am and afternoon roll before 1.50pm
- Ensure late arrivals report to the office
- Record accurate attendance information, including reasons provided
- Notice patterns of absence early and follow up with whānau
- Maintain strong relationships with whānau to support attendance
- Support students to catch up on missed learning

Office Responsibilities

- Monitor attendance entries daily through HERO
- Follow up all unexplained absences via text or phone
- Update attendance codes accurately
- Escalate concerns to leadership where patterns emerge
- Maintain accurate and up-to-date attendance records

School Stepped Attendance Response Activities

At Waiouru School, responses may be adjusted based on individual circumstances, including transition, wellbeing, and whānau context.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
Whānau ● Ensure their child attends kura every day they are able ● Reinforce positive attendance habits ● Notify the kura of any absence as early as possible ● Follow school attendance procedures	**Whānau** ● Return their child to regular attendance ● Contact the kura to discuss reasons for absence ● Support their child to catch up on missed learning ● Engage with support offered by the kura	**Whānau** ● Return their child to regular attendance ● Participate in meetings with the kura ● Work with the kura to identify barriers to attendance ● Implement agreed strategies at home	**Whānau** ● Return their child to regular attendance ● Engage fully in an attendance support plan ● Attend regular meetings with the kura ● Work alongside external agencies where required
Waiouru School ● Reinforce expectation of attending every day ● Communicate with whānau about all absences ● Maintain accurate contact details ● Support students to understand their own attendance ● Record attendance and communication in HERO	**Waiouru School** ● Contact whānau to discuss concerns and impact on learning ● Identify possible barriers to attendance ● Support students to catch up on missed learning ● Use school-based supports where appropriate ● Record all actions in HERO	**Waiouru School** ● Escalate concerns and arrange a meeting with whānau ● Work together to identify barriers and solutions ● Develop and implement a tailored attendance support plan ● Monitor attendance closely ● Record all actions and plans in HERO	**Waiouru School** ● Inform whānau of escalated concern ● Implement and monitor a formal attendance plan ● Request support from Attendance Services or other agencies ● Participate in multi-agency response if required ● Maintain detailed records of all actions in HERO