



KAIHERE SCHOOL
Good People, Working Hard

Attendance Management Plan 2026 - 2030

Our Principles: *You have value; Others matters, We succeed together.*

Approval:	Presiding Member: Sarah Koch Principal: Ngaire Harris	Published:	www.kaihere.school.nz 16 Jan 2026
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Rationale:

Student learning, progress and achievement is linked to regular attendance. When students attend, learn, make progress and achieve at school, their life outcomes are more likely to include better health, higher incomes, job stability, greater participation in the local and wider community and life satisfaction.

The Kaihere School Attendance Management Plan provides clear expectations, strategies and targets towards the Ministry of Education goal for 80% regular attendance by 2030. The Plan is aligned with the MOE's *Stepped Attendance Response*. It provides a clear process for recommended actions and responses for each stage, including accessing further support when required.

Summary of current attendance data (End of T2 2025):

Student Categories	% Attendance	Equivalent to in a term	Term 2 2025
Regular attendance (good)	Over 90%	Missing fewer than 5 days	
Irregular absence (worrying)	More than 80% and up to 90%	Absent between 5 and 9 days	
Moderate absence (concerning)	More than 70% and up to 80%	Absent between 10 and 14.5 days	
Chronic absence (serious concern)	70% or less	Absent 15 days or more	

Kaihere School Goal:

By the end 2026, 80% of students are present for more than 90% of the term. This aligns with the government's target and is a priority for our school.

Incremental targets to achieve attendance goal:

Regular attendance (90% attendance or missing fewer than 5 days across a term)					
End of Term 4, 2025	End of Term 4, 2026	End of Term 4, 2027	End of Term 4, 2028	End of Term 4, 2029	End of Term 4, 2030
76.75%	80%	81%	82%	83%	84%

Key legal obligations under the *Education and Training Act 2020*

Schools:

- Enrol eligible students and maintain up to date contact details of each child
- Keep an attendance record for each enrolled student and communicate with parents about every unexplained absence
- Report regularly to parents on the attendance of their child
- Communicate with students, providing regular updates on their own attendance
- Take all reasonable steps to make sure students attend school when the school is open for learning, addressing barriers to attendance
- Support students in:
 - Attending school
 - To continue learning if unable to attend school every day, including using Ministry approved well-being or transitional plans, or health schools where appropriate
 - To access other education pathways where appropriate

Parents :

- Ensure their child attendance every day they are able
- Contact the school, if for any reason, your child is going to be absent
- Reinforce good attendance habits
- Communicate openly with the school if there are barriers to attendance
- Follow the school's attendance management plan, policies and processes

Ministry:

- Through the Attendance Service, work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance in collaboration with our school
- Through regional and national teams, facilitate involvement of other agencies and implement system wide initiatives
- Undertake ministry led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools.

Action Plan 2026

School Actions	Who is responsible	Resources
Set attendance targets and regularly review attendance data	Principal / Board	Attendance Matters Reports from MOE Senior Education Advisor, MOE
Communicate expectations, procedures and follow-up steps clearly with parents to encourage regular attendance	Office administrator Principal / Board	Weekly bulletins, assemblies School website
Report regularly to parents on attendance of their child, ensuring parents are aware of their child's attendance rate	Office manager	MOE guided & school messaging as per student management system (E-TAP)
Take a one student at a time approach, acting early to follow up absences to support students and work constructively towards improved attendance where needed.	Classroom teacher Office administrator, Principal	Stepped Attendance Response processes
Escalate as needed, developing support plans, involving other services, requesting support from Attendance Services	Principal	Stepped Attendance Response processes
Assess attendance history of new students and share attendance history when students move school	Principal / Office administrator	Student management system / Attendance Services if needed
Follow the <i>Stepped Attendance Response (STAR)</i> if student's attendance is worrying, concerning, or of serious concern	Principal Board	Stepped Attendance Response processes

Key documents:

1. Updated Stepped Attendance Response
2. Kaihere School Strategic and Annual Implementation Plan 2026
3. Kaihere School Attendance Policy (see *School Docs*)