



Te Kura o Hato Petera Kaniera ki Pukekaraka St Peter Chanel School Convent Road, Ōtaki



Attendance Management Plan | Mahere Whakahaere Taetae

Te Kura o Hato Petera Kaniera ki Pukekaraka – St Peter Chanel School, Ōtaki

Date of publication: January 2026

Review cycle: Annual (or as required)

1. Kaupapa | Purpose

English

The purpose of this Attendance Management Plan is to affirm the importance of regular school attendance as a foundation for learning, wellbeing, identity, and faith at Te Kura o Hato Petera Kaniera ki Pukekaraka – St Peter Chanel School, Ōtaki.

Attendance is a shared responsibility between the school and the whānau community. This plan outlines how attendance is promoted, monitored, supported, and responded to in ways that uphold mana, strengthen relationships, and reflect the values and aspirations of Te Kura o Hato Petera Kaniera ki Pukekaraka.

Te Reo Māori

Ko te kaupapa o tēnei **Mahere Whakahaere Taetae** he whakapūmau i te hiranga o te noho taetae mai o ngā ākonga ki te kura hei pou herenga mō te ako, te oranga, te tuakiri, me te whakapono i Te Kura o Hato Petera Kaniera ki Pukekaraka, i Ōtaki.

He kawenga ngātahi te taetae mai o ngā tamariki mā te kura, mā te whānau, mā te hāhi, me te hāpori whānui. Mā tēnei mahere e whakaatu me pēhea te whakatairanga, te aro turuki, te tautoko, me te whakautu ki ngā take taetae i runga i te huarahi e tiaki ana i te mana tangata, e whakapakari ana i ngā hononga, ā, e hāngai pū ana ki ngā uara me ngā wawata o Te Kura o Hato Petera Kaniera ki Pukekaraka.

2. Ngā Uara e Arataki Nei | Guiding Values

Our attendance practices are grounded in the following values:

- **Aroha** - We are compassionate and understand each individual's unique situation; let us know how we can help.
- **Whakapono** - Trust us when times get tough; we will find a way to get through the challenging days.
- **Rangimārie** - Managing a busy household can sometimes be demanding; every member of the whānau has a role to prepare for Kura.
- **Whanaungatanga** - A whānau that works together is organised and ready to go.
- **Manaakitanga** - We care for our Kura whānau; we work hard to provide a happy & safe environment.

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E tohu ana ēnei uara i tō mātou whakapono he taonga te tamaiti, ā, he kawenata tō te kura ki te tiaki, ki te poipoi, ki te whakakaha i tō rātou haerenga ako.

3. Our Belief About Attendance | Ō Mātou Whakapono mō te Taetae

English

At Te Kura o Hato Petera Kaniera ki Pukekaraka, we believe that:

- Every tamaiti carries the mana, whakapapa, and hopes of their whānau and hapū.
- Regular attendance strengthens learning, identity, faith, and a sense of belonging.
- Absence often reflects wider circumstances and requires understanding and care.
- Strong, trusting relationships with whānau are central to improving attendance.
- Responses to attendance must be restorative, compassionate, and just.

Te Reo Māori

Ki Te Kura o Hato Petera Kaniera ki Pukekaraka, e whakapono ana mātou:

- He mana tō ia tamaiti, he kaitiaki nō ngā whakapapa me ngā moemoeā o tō rātou whānau me tō rātou hapū.
- Mā te noho taetae mai e kaha ai te ako, te tuakiri, te whakapono, me te tūrangawaewae.
- He tohu te kore taetae i ētahi wā o ngā take whānui, ā, me aro atu mā te ngākau aroha.
- Ko ngā hononga pono ki te whānau te pūtake o te whakapai ake i te taetae.
- Me noho whakahoki mana, ngākau aroha, me te tika ngā whakautu katoa.

4. Legislative Context | Horopaki Ture

English

This plan aligns with the Education and Training Act 2020 and the Ministry of Education attendance expectations.

Te Reo Māori

E hāngai ana tēnei mahere ki te **Education and Training Act 2020** me ngā aratohu a Te Tāhuhu o te Mātauranga mō te taetae mai o ngā ākonga.

5. What We Mean by Regular Attendance | Te Tikanga o te Taetae Pai

English

Regular attendance means students who can attend every day the school is open, arrive on time, and remain for the full day. A small number of our tamariki have unique circumstances.

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Te Reo Māori

Ko te taetae pai ko te noho mai o te ākonga, e ahei ana, i ia rā e tuwhera ana te kura, te tae wawe mai, me te noho mō te rā katoa. He tokoiti e whai āhuatanga rerekē.

Attendance indicators: - **Regular:** 90% or more - **Irregular:** Below 90% - **Chronic:** Ongoing or significant absence patterns

6. Roles and Responsibilities | Ngā Kawenga

Board of Trustees | Poari Kaitiaki

- Ensure systems support attendance and well-being.
- Aroturuki i ngā raraunga taetae hei painga mō ngā ākonga.

Tumuaki / Principal

- Lead a positive, attendance culture.
- Whakahaere i ngā tukanga taetae me ngā raraunga.

Kaiako me ngā Kaimahi

- Whakapakari hononga ki ngā tamariki me ngā whānau.
- Hopu tika i ngā taetae o ia rā.

Whānau

- Whakau i te taetae mai o ā rātou tamariki.
- Mahi ngātahi me te kura hei whakatau take.

Ākonga

- Noho taetae, whai wāhi, me te tono tautoko ina hiahiatia.
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7. Supporting Attendance | Te Tautoko i te Taetae

English

We take a mana-enhancing, whānau-centred approach that reflects the tikanga and values of Ngāti Kapu & Te Kura o Hato Petera Kaniera ki Pukekaraka. Early kōrero, hui ā-whānau, and collective problem-solving are prioritised.

Te Reo Māori

Ka whai mātou i te huarahi whakahoki mana, e ū ana ki ngā tikanga me ngā uara o Ngāti Kapu me Te Kura o Hato Petera Kaniera ki Pukekaraka. Ka tīmata wawe ngā kōrero, ngā hui ā-whānau, me te rapu rongoā ngātahi.

Support may include: - Hui ki te whānau - Tautoko pastoral me te tautoko ako - Hononga ki te hāhi, te marae, me ngā ratonga o te hapori

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8. Escalation and External Support | Te Whakapiki Take

English

Where concerns continue, the school will work alongside whānau and, where necessary, external agencies, always prioritising the wellbeing of the tamaiti.

Restoring Attendance

Tumuaki and Teaching Staff partner with whānau; process follows:

1. Teacher & Parent meet - a support plan is put in place
2. Teacher & Principal - review the support plan; how can we restore contact?
3. Principal & Whānau - working collectively to uphold whānau mana

Te Reo Māori

Mēnā ka haere tonu ngā āwangawanga, ka mahi ngātahi te kura me te whānau, ā, ki te hiahiatia, me ngā ratonga o waho, me te aro tonu ki te oranga o te tamaiti.

9. Celebrating Attendance | Te Whakanui i te Taetae

We acknowledge and celebrate regular attendance and improvement as expressions of **mauri mahi** and commitment to learning.

Ka whakanui mātou i te taetae pai hei tohu o te kaha, te ū, me te aroha ki te ako.

10. Review | Arotake

This plan will be reviewed annually by the Board of Trustees in consultation with whānau and community.

Ka arotakengia tēnei mahere ia tau e te Poari, me te whai whakaaro ki ngā whakaaro o te whānau me te hapori.

11. Closing Statement | Kupu Whakakapi

He kura te tangata

Every person is a taonga of great value

Mā te noho taetae mai, mā te manaaki, mā te mahi ngātahi o te kura, o te whānau, o Ngāti Kapu me te hapori o Pukekaraka, ka whiti tonu te rama o ā tātou tamariki.

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