

Attendance Management Plan

2026

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government target is 80% of students will regularly attend school by 2030.

Haeata Community Campus achieved 72.4% regular attendance across the kura in 2025. The target for regular attendance in 2026 is set at 90%.

Board Responsibilities

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school.

Once enrolled, it is compulsory for an ākonga to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education.

The board takes all reasonable steps to ensure all ākonga enrolled attend when the kura is open for instruction (Education and Training Act 2020 s36).

The board is responsible for taking all reasonable steps to ensure that the school's ākinga attend kura when it is open for instruction.

The board will comply with the provisions in the legislation in relation to student attendance by:

Having a commitment 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, publishing this attendance management plan on the school's website.

Reviewing and updating the attendance plan at least once every three years.

Procedures Supporting Documentation

The Manukura is responsible for:

Developing and implementing a stepped attendance response aligned with the thresholds to support ākonga attendance

Ensure that ākinga absence is investigated, responded too and actions taken recorded aligned with the thresholds

Ensure all ākonga, whanau and staff understand the processes and procedures that support student attendance

Reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance.

Monitoring

The Manukura will

Oversee reporting of daily attendance data.

Provide the board with monthly attendance reporting.

Provide the board with information provided by the Every Day matters report.

Provide the board with timely information around emerging trends, barriers to attendance, and areas of concern.

Legislative Compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Attendance Management Procedure- Stepped Attendance Response

What would success look like?

Success would look like an increase to Regular/Good Attendance, whereby more of our tamariki are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these tamariki and whānau with Worrying/Irregular Attendance.

"We believe that a strong, positive relationship between students and teachers is key to attendance".

"We celebrate regular attendance as a key part of student success".

"Our school will proactively reach out to support families when attendance becomes a concern"

"We are committed to working with families to identify and remove any barriers to attendance"

"Making sure students attend and engage in learning is a shared responsibility"

"Every day matters: consistent attendance is key to building a strong foundation for learning"

Parent/Whanau responsibilities:

Whānau to engage with the school

Whānau to notify the school as soon as possible if an ākonga will be absent via the school app, website, phone or email.

Provide a valid reason for the absence eg illness, medical appointment tangi etc.

Engage with the school when attendance concerns are raised.

Work with the school to create attendance support plans if required.

Schedule holidays outside of the term time to minimise disruption to learning

School responsibilities:

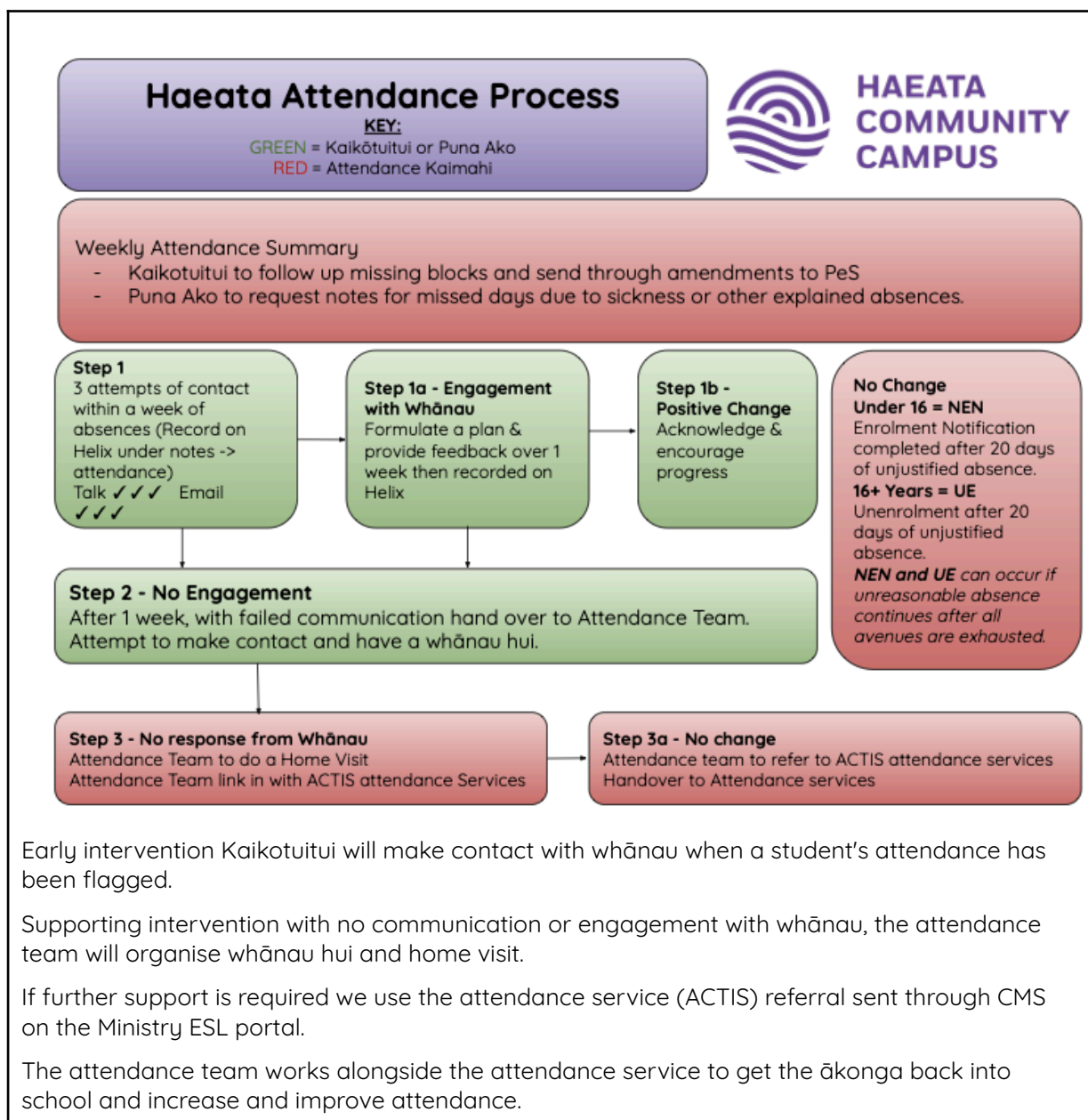
Haeata will ensure that we provide a safe, inclusive and engaging learning environment

Ensure that student attendance is accurately recorded within the first 15 minutes of each class/block.

Establish clear attendance policies and procedures with ākonga and whānau.

Notify whānau if there are unexplained absences promptly, to ensure ākonga safety.
 Make contact with whānau when there is a noticeable length of unexplained absence.
 Send out email notifications to whānau on days 5, 10 and 15 of unexplained absence.
 Communicate clear attendance expectations to whānau.
 Take reasonable steps to manage and improve attendance with a Stepped Attendance Response (STAR).
 Take reasonable steps to monitor patterns, report to whānau, follow up with whānau and involve external agencies when and if necessary.
 Engage with support agencies for chronic absence.

School Procedures: [Haeata Attendance Process](#)



Reviewed: 27 November 2025

Next Review: November 2028