

Attendance Management Plan (AMP 2026)

Effective: Term 1, 2026 | **Review Date:** Term 1, 2029 **Goal:** To achieve 80% "Regular Attendance" (students attending >90% of the time) by 2030, in alignment with national targets.

1. Our Vision for Attendance

In our school, every child is a gift. Regular attendance is not just a legal requirement; it is an expression of our commitment to **Manaakitanga** (hospitality/care) and **Whanaungatanga** (relationships). When a child is missing, our school family is incomplete.

2. Proactive Strategies

To prevent chronic absence, we focus on a "culture of belonging":

- **Clear Goals:** Our 2026 target is to increase our "Regular Attendance" rate by (5% for each term) from the previous year.
- **Public Accountability:** This plan is published on our school website and discussed at the first Board of Trustees meeting each year.
- **Celebration of Presence:** We celebrate "Whole Class" attendance rewards rather than individual 100% certificates, ensuring we don't penalise children with chronic illnesses.
- **Weekly Data Check:** The Principal and Office Administrator review attendance every Friday morning to identify emerging patterns.

3. The STAR Framework (Stepped Attendance Response)

Our response to absence is tiered, ensuring we intervene early before habits become ingrained.

Threshold (Absence per Term)	Category	Typical Action Required
0 – 4 Days	Regular / Good	General promotion of attendance; standard absence notifications. <i>The Friendly Connection: A text or phone call from the office by 9.10AM. The focus is on "We missed X today, is everything okay?" and identifying if there is a temporary barrier (e.g., car breakdown).</i>
5 – 9 Days	Worrying	First formal notification to parents; school investigates barriers. <i>The Pastoral Plan: The Classroom Teacher or Principal meets with family. We create a "Support Plan" which may include a "buddy" for the student, academic catch-up sessions, or adjusting school start times for rural transport issues.</i>

10 – 14 Days	Concerning	Attendance Plan created with the student, family/whānau, and school. <i>The Community Circle: We engage external support. As a Catholic school, this may involve our Parish Priest or Diocese social services, alongside Oranga Tamariki or Attendance Services (EWO), to address complex home or health barriers.</i>
15+ Days	Very Concerning	Referral to the Ministry of Education Attendance Service.

4. Responding to Rural and Special Character Contexts

- **Seasonal Commitments:** We acknowledge the demands of the farming calendar (e.g., calving/moving day). We work with families to provide distance learning packs for brief, pre-approved absences to maintain academic momentum.
- **Faith-Led Connection:** For Yellow and Amber interventions, we will utilise the "Pastoral Care" model, ensuring conversations are led with grace and a "how can we help" spirit rather than a punitive tone.

5. Monitoring and Review

- **Termly Reports:** The Board receives a summary of attendance data (anonymised) every term.
 - **Three-Year Review:** A full audit of this plan will occur in 2029 to ensure we are on track for the 2030 national target.
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