# WHANGAROA COLLEGE ATTENDANCE STRATEGY

Goal: Raise regular attendance to 80% by 2030

**Starting Point:** Term 1 2025 Regular Attendance = 30% - Irregular absence 27% - Moderate 22% - Chronic Absence 21 %
require approximately **25**% increase across all ākonga each year

| Aim | Objective | Action | Timing | Responsibility |
|---|---|---|---|---|
| Establish an individualised attendance strategy to monitor and promptly respond to chronic and moderate attendance using the STAR procedure (attached). | STAR is fully implemented by 2026<br><br>The new attendance codes are used correctly by all staff, ensuring accurate data.<br><br>A clear system to monitor attendance data and respond to attendance concerns is in place.<br><br>Achieving at least a 25% increase in the percentage of regular attendance for all ākonga by the end of 2025. | **Classroom Teachers**<br>○ mark roles in a timely and accurate manner<br>○ inform whanau teachers when a child is absent<br>○ inform Sue asap when a child is truant from your class<br>○ contact home when a student has been absent for 3 days and details of this contact are entered in KAMAR<br>**Whānau Teachers**<br>○ Follow up discussions with students identified as truant or establish a pattern of ongoing nonattendance<br>○ phone home and speak with parents in relation to nonattendance and details of this contact are entered in KAMAR<br>○ encourage parents to notify the school when their child is absent<br>○ inform DSE only after initial contact with home has not improved the child's nonattendance. Provide DSE with details of previous actions taken to address nonattendance.<br>**Office staff and text notifications**<br>send a text message for truant and absent students.<br>**Director of Student Engagement (DSE)**<br>○ monitoring and tracking, identify trends and barriers<br>○ Send formal letters for nonattendance<br>○ Meet with parents and students to discuss nonattendance<br>○ Liaise with Attendance Services<br>○ inform principal.<br>○ Truancy services to follow their processes<br>**Principal**<br>○ Reporting to the Board of Trustees<br>○ remove students from school roll after 21 days nonattendance and no communication from whanau<br>○ Initiate support mechanisms from the Ministry of Education<br><br>• All staff understand the new attendance codes and use the decision tree to assist in entering the correct code. | **Week 1 Term 3 - 2025**<br>Attendance Procedure in place and shared with staff at staff meeting<br><br>**Week 2 term 3 2025.**<br>New process to be followed from<br><br>**Weekly**<br>monitoring & tracking by **DSE**<br><br>**Monthly**<br>Attendance tracking and monitoring is reported to the Board of Trustees. | **All staff**<br>Have a school wide focus on attendance.<br><br>**DSE** has oversight responsibility for attendance.<br><br>**Principal and DSE**<br>Review and revise the Attendance Strategy when required. |

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| Promote and improve regular attendance at Whangaroa College. | Achieving at least a 25% increase in the percentage of regular attendance for all ākonga by the end of 2025.<br><br>Provide clear and accurate communication with parents/caregivers in relation to their child's attendance patterns at Whangaroa College. | Attendance data will be monitored daily, weekly and termly by year group, whole school, ethnicity and gender to determine themes and barriers.<br><br>**Office Admin:** Attendance data submitted to the Ministry of Education daily.<br>**Student truancy:** Parents/caregivers receive a text message for every period their child is truant.<br>**Director of Student Engagement**<br>**5 periods of truancy:** Parents receive a letter for their child for every 5 periods of truancy.<br>**10 periods of truancy:** a meeting with the whanau and **DSE** is arranged to address barriers to regular attendance at class.<br>**5 Day absence.** Parents receive a letter for their child for every 5 days of non-attendance<br>**10 days absence** Parents receive a letter for 10 days of non-attendance. The letter is to let parents/caregivers know their child's absence is impacting on their learning opportunities. At this stage another meeting with the **DSE** is required to support the whanau and child to address barriers to regular attendance.<br>**15 days** Parents/caregivers receive a letter for 15 days of non-attendance. The letter is to let whanau know their child's absence is impacting on their learning opportunities. At this stage a meeting with the **DSE** is required to support the whanau and child to address barriers to regular attendance. At this stage if the child is younger than 16 years of age, they will be referred to Ministry of Education Attendance Services.<br>**21+ consecutive days of nonattendance -** student will be removed from the school roll | **Week 1 Term 3 - 2025**<br>Attendance Procedure in place and shared with staff at staff meeting<br><br>**Week 2 term 3 2025.**<br>New process to be followed from<br><br>**Weekly**<br>monitoring & tracking by **DSE**<br><br>**Monthly**<br>Attendance tracking and monitoring is reported to the Board of Trustees. | **All staff**<br>Have a school wide focus on attendance.<br><br>**DSE** has oversight responsibility for attendance.<br><br>**DSE** will organise and send appropriate letters for nonattendance matters.<br><br>**DSE** will meet with parents/caregivers to discuss nonattendance matters<br><br>**Principal and DSE**<br>Review and revise the Attendance Strategy when required. |
| | Acknowledging and rewarding regular attendance | During assemblies' students will be acknowledged by<br>• Certificates, end of year Movies, end of term lunches, gift vouchers, end of year prizes | End of Term assemblies' | DSE, Principal |
| | Employ attendance administrator | To monitor, analyse and ensure timely and accurate communication to whanau | Term 3 - ongoing | Principal |