

Waipipi School Attendance Plan

Purpose: To promote regular attendance and active engagement in learning for all aakonga, recognizing that consistent attendance is essential for academic achievement, wellbeing and future success. This plan seeks to proactively identify and address barriers to attendance, provide timely and appropriate support, and strengthen collaboration with whaanau to find sustainable solutions.

Great Attendance: < 5 days absence a term Over 90% Attendance	Worrying Attendance: Up to 10 days absence a term 80 – 90% Attendance	Concerning Attendance: 11 – 15 days per term 70 – 80% Attendance	Seriously Concerning Attendance: More than 15 days per term 70% or less Attendance
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Attendance expectations are explained at enrolment and school whaanau hui.

Attendance is monitored daily by classroom teachers and school admin.

Values lessons emphasise the importance of punctuality and being present.

Weekly attendance certificates or other certificates celebrate attendance effort, punctuality

Students must maintain an attendance rate of more than 80% to be eligible to represent the school in events or leadership roles.

Attendance reminders are shared regularly in newsletters and assemblies.

	Whaanau contact or a reminder letter is sent.		
		Whaanau contact by leadership team to explore ongoing issues, identify patterns or barriers such as transport, anxiety, illness, uniform or food insecurity Referrals to external support agencies Check ins or morning meet and greets Short term incentives or attendance plans developed to motivate and re-engage students	
			Individual Attendance Plan developed in collaboration with whaanau, student and support agencies. Involve external social agencies where appropriate to address wider needs A transition plan with flexibility to support student re-engagement.

Leadership Team Responsibilities:

- Reviews weekly attendance reports to identify trends and concerns
- Case reviews for all students with less than 85% attendance – next steps and interventions
- Consider engagement of Franklin Attendance Services for students below 80% attendance
- Monthly reports to the School Board, including trends by gender, ethnicity and year level
- Termly review of attendance strategies, effectiveness and progress towards targets.

Waipipi School Summary of Attendance Plan

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Government Goal 80% of students attending regularly by 2030	Waipipi School Goal 75%	We are currently at 69% for Term 2 2026 ↑ 62% for Term 2 2025 ↑ 65% for Term 1 2026	
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Our Attendance Policy: Regular attendance supports learning, friendships and well being. Whaanau must contact the school early to explain any absence. For extended leave complete a holiday during term time notification form.

Our Attendance Procedure: We are required to track attendance and report unjustified absences. We follow up quickly on unexplained absences and work with whaanau to address any barriers.

Monitoring and Reporting: Attendance is monitored daily, Weekly data is reviewed by the leadership team and a monthly report is shared with the School Board, including breakdowns by gender, ethnicity and year level.

Our school uses the Stepped Attendance Response (STAR) to guide when and how we respond to absences

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If your child is regularly attending you can expect: <i>We will stay in regular contact with you about your child's attendance. We will follow up to find out the reason when they aren't at school.</i>	If your child has some absences, you can expect: <i>We will work with you to identify any barriers to attendance. We may provide support to help them catch up and stay on track.</i>	If your child has many absences, you can expect: <i>We will work with you to develop a plan to support their attendance and learning. We may seek support of the Attendance Service or other agencies to remove barriers to attendance</i>	If your child has many absences, you can expect: <i>We will continue to work with you to implement the plan to support their attendance and learning. We will seek support from the Attendance Service or other agencies to support their return to school.</i>