

Whakatane High School Attendance Management Plan

For students with less than 5 days absence in a school term - 90% + attendance

Goal - To maintain and reinforce regular attendance patterns,

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term Communicate to parents what steps the school will take in the event their child is absent from school	Include a newsletter on attendance requirements with enrolment packs, to go out with new students and to remind all students of attendance protocols at beginning of year and each term Explain to parents the codes used to record attendance of each student at enrolment.	Attendance Newsletter introduces attendance team and outlines protocols Attendance letters to update parents of rates and requirements Attendance codes on display	Mentor, Dean Attendance Team
<u>Monitoring</u> Monitor attendance	The roll is marked by Subject Teacher and Mentor. Subject teachers mark the roll during class time, Mentor to mark roll during mentor time every day. Weekly data is collated and printed for mentors to check attendance. During mentoring, teachers identify students absent the day before and have a conversation around the cause of the absence, including one off absences. KAMAR generates the list of students absent for the full day. Mentors to contact home for	The Inschool Attendance Team generates the data in 2026.	Mentors and Subject Teachers. These people are accountable to the DP Pastoral.

Communicate to parents about every absence	unexplained absences. Absence Manager (Text message generated and sent out by Student Support Co-ordinator) to all students recorded as absent at end of period 2.	Front office to send texts	In-school attendance team
Maintain contact details of parents	Gather details at enrollment. Re-establish the details at the start of every year after year 9. The office checks in on a regular basis when parents visit and notes any updates. Check details at mentoring interviews. Regularly text and email parents.	Receptionist Mentor to keep in regular contact with whānau Social Media Facebook and Instagram keeps caregivers up to date and celebrate success	Reception SLT/Deans conduct enrolments PR Team
<u>Reporting</u> Provide students with regular updates on their own attendance Report regularly to parents on attendance of their child Use kamar print out every 2-3 weeks for reflection	Weekly update on Tuesday. Pastoral conversations with those students at 90-93%. Celebrate high achievers in House/Year level assemblies and formal school assemblies. Data available on school portal. Accurate data on school reports. Celebrate success regularly on social media platforms. Use the data on the sheet to inform strategies on improvement.		Mentors and students Deans and DP Pastoral. Inschool Attendance Officer generates posts. DP approval.
<u>Support</u> Support students to catch up missed learning where required	Teachers build strong relationships with students. Provide work for students to complete ahead of absence if it is a planned absence. Use Google Classroom to document lesson resources.	Culturally Relevant and Relational Pedagogy	Subject teacher.

<u>Teaching and modelling</u>			
Use school level PB4L approaches to promote good social and learning environment	Reward connected learners for weekly attendance. Identify students with good attendance and students whose attendance has improved.	Public recognition	Mentor and Dean. DP to manage the budget for rewards.

For students with up to 10 days absence in a school term - 80% attendance

Goal -To restore student's attendance to above 90%

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> Send formal notification and contact parent/ guardian to discuss reasons for absence Communicate to parents what steps the school will take in the event their child is absent from school	At bi weekly attendance hui the mentor identifies the pattern of more than 1- 2 days a fortnight absent. The mentor identifies their concern to Deans who contacts the parent to make a plan for the student to return to school. Deans to record contact home in KAMAR. Contact whānau via Absence Message or phone call home	KAMAR - Referral made to Dean Deans check to see if absence has been explained and if not ring home and make a plan regarding attendance. Plan is to be logged on KAMAR. KAMAR Absence Message In School Attendance team	Mentor and Dean Student Support Co-ordinator In School Attendance Team-Talei and Carole
<u>Monitoring</u> Monitor attendance Communicate to parents about every absence Maintain contact details of parents	KAMAR flags students who have been absent unexplained for consecutive days Mentor monitor contact details of parents are up to date	Mentor/Dean uses this to: discuss the week's attendance on Tuesday generate discussions	Mentor and Dean
<u>Reporting</u>			

Provide students with regular updates on their own attendance. Use kamar print out every 2-3 weeks for reflection Report regularly to parents on attendance of their child	Use the data on the sheet to inform strategies on improvement.	Mentor and Students to track attendance rates using Kamar print out as a visual way of reporting	Mentor and Dean DP Pastoral
<u>Support</u> Support students to catch up missed learning where required	Use of Google classroom to enable students to catch up on missed work Teacher supports additional catch up	Ensure students have access to Google classroom	Subject Teacher Curriculum Leader
<u>Teaching and modelling</u> Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PB4L	Provide access to uniform, stationery to reduce barriers	School Attendance team request to DP for uniform or stationery for students in need	DP Pastoral oversees budget

For students with up to 15 days absence in a school term - 70% attendance

Goal - to re-engage students and increase attendance.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> Send escalated formal notification to parents Hold meeting to analyse reasons for absence and to collaborate on a support plan Develop and implement a plan tailored to the reasons and circumstances around the child's absence	Letter/email of concern sent inviting whānau to be part of solution In School Attendance Team hold Attendance Hui Plan is developed	Dean makes a referral to the In School Attendance Team. Decision made about who will deal with the case. Hui held and plan developed and monitored See template	In school Attendance Team-Talei Talei supported by external agencies where and when required complex cases

<u>Monitoring</u> Monitor attendance Communicate to parents about every absence Maintain contact details of parents	Absence Message text or phone call home by In School Attendance team.	Dean to check to see if absence has been explained by mentor and if not refer to In School attendance team via KAMAR Talei to be in contact with the whanau of any progress	In School Attendance Team
<u>Reporting</u> Provide students with regular updates on their own attendance Report regularly to parents on attendance of their child	Stats are produced weekly to show attendance rates Check and Connect Reporting	Mentor to track attendance rates	Dean and Mentor
<u>Support</u> Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed	Uniform, Stationery provided to remove barriers	Mentor, Dean or Talei to DP for uniform or stationery for students in need	DP Pastoral oversees budget
<u>Teaching and modelling</u> Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PB4L	Uniform, Stationery provided to remove barriers Access to counselling support	In school attendance team make referrals Guidance Network	DP Pastoral oversees budget

For students with up to 15 or more days absence in a school term - LESS THAN 70% attendance

Goal- Intensive intervention to overcome complex barriers.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> Send warning notice and make	Referral to REAP for	In school Attendance team	In School attendance team

contact to arrange meeting with parents	Truancy	delivers letter explaining next steps (Truancy)	responsible to DP Pastoral
<u>Monitoring</u> Implement and monitor improvement plan When criteria is met, follow prescribed processes to un-enrol the student	Mentor and In School Attendance Team Part-time Counsellor with complex cases After 20 days student is taken off roll and NENs	See template Referral to Guidance Network Student Support Co-ordinator consults DP Pastoral and then takes student off the roll	DP Pastoral
<u>Reporting</u> Refer to the Ministry to consider action, including prosecution, when supports are offered and not taken up	Refer students to Interagency Hui - MOE are part of this and Police	Attend two Interagency hui each term to develop a pathway for intervention	DP Pastoral
<u>Support</u> Escalate to multi-agency response Participate in multi-agency response	Refer students to Interagency	DP Pastoral attends two Interagency Hui each term with representations from MOE, OT, local social support agencies, Police, Youth Justice	DP Pastoral