



— WHAKAPONO • TUTUKI • RERE —  
**WAIKARI SCHOOL**

## Waikari School Attendance Management Plan

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## Overarching attendance objectives and strategic priorities

At Waikari School we believe regular attendance is critical to student achievement and wellbeing. We promote a culture where attendance is valued, monitored and supported through strong relationships, clear communication and proactive solutions with whanau.

At Waikari School our current student attendance sits around 75% of student achieving school regularly (over 90% attendance). Our goal is for 80–85% of students attending school regularly.

### Attendance Policy

- In accordance with the Education and Training Act sections 137A–137D students aged 6–16 years old (or 5 years old and enrolled at a registered school) are legally required to attend school every day. It is everyone's responsibility to make sure students attend and engage in learning from when they first start school.
- The Waikari School Board takes all reasonable steps to ensure students attend school.
- Parents/Guardians have an obligation to ensure children attend school regularly.

### Waikari School Board & Staff Expect Parents/Guardians to:

- Notify the school as soon as possible if their child is going to be absent, via Hero, School phone text or call, email or principal contact.
- Arrange appointments and trips outside of school hours or during school holidays where possible.
- Work with the school to manage attendance concerns.

# Attendance management procedures

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## Identification of Absences

- Daily electronic roll checks are completed by office admin/teacher at 9am and 1.30pm.
- Unexplained absences are followed up with a text or phone call home the same day.
- Patterns of irregular attendance are flagged weekly through SMS reporting.

## Response Process – according to the Stepped Attendance Flowchart (STAR)

- Initial concern (after 3–5 days): Office staff and teacher contact whānau to understand context, via phone or face to face.
- Ongoing concern (after 5–10 days): Principal and Teacher meets with whānau to develop a support plan.
- Chronic absence (20+ days): Referral to Attendance Service and/or social support agencies as appropriate.

## Support Strategies

- Connection with teacher and principal
- Individualised attendance improvement plans co-created with whanau
- Engagement with external support providers where appropriate – mana ake, mana whenua etc.
- Culturally responsive approaches to whānau engagement
- Positive reinforcement through incentives such as:
  - Letters home for those students over 95% attendance
  - Reward with photo (media) for the whole school when everyone attends school for the day each term.