

ATTENDANCE MANAGEMENT PLAN FOR Whangamatā Area School

Rationale:

At Whangamatā Area School we understand that regular attendance is closely linked to student achievement and wellbeing. School age children are required to attend school every day and everyone (school personnel, parents, whānau and communities) play a vital role to ensure this is a top priority. Whangamatā Area School's Attendance Management Plan provides a clear process to improve regular attendance by identifying patterns of absenteeism and implementing culturally responsive strategies. It complies with Ministry of Education requirements to monitor and report student attendance and aligns with STAR guidelines (Stepped Attendance Response).

Current State:

The government has set a target for 80% or more students to be attending regularly by 2030. (To be attending regularly, students miss fewer than 5 days across a term.)

At the end of 2025 Whangamatā Area School's regular attendance was 49% . A further breakdown of this is as follows:

- Term 1 – 51%
- Term 2 – 45%
- Term 3 – 46%
- Term 4 – 56%

2026 Regular Attendance Target: 55% *(An incremental, realistically achievable amount based on previous year's percentage).*

- Term 1 – 60%
- Term 2 – 50%
- Term 3 – 50%
- Term 4 – 60%

This target will be reviewed and adjusted for 2027.

Stepped Attendance Plan For Whangamatā Area School:

Below is our stepped attendance response at WAS. Our goal is always to work to understand and address any barriers to attendance at the lowest possible level, and work with students, parents, and wider whānau to improve attendance.

Level	Response
Green	<ul style="list-style-type: none">• Termly communications home from Dean/Team leader in praise of attendance for students with 90%+ attendance.
Yellow	<ul style="list-style-type: none">• Where attendance has fallen below 90%, letter from Dean/classroom teacher to explain concern and offer supports/to meet.<ul style="list-style-type: none">• Plan agreed and documented on KAMAR
Orange	<ul style="list-style-type: none">• Where attendance has fallen below 80%, Follow up letter from Dean, - if not rectified forward onto Deputy Principal, inclusion with offer of support/to meet.<ul style="list-style-type: none">• Plan agreed and updated on KAMAR• In the case of prolonged medical absence being the driver of attendance falling to this level, we would require a medical certificate to continue excusing the absence against an M code.• Student is unable to represent the school in school day extra-curricular activities if attendance is below 80%<ul style="list-style-type: none">• Possibility of referral to attendance service if absence pattern gives cause for concern.

Red	<ul style="list-style-type: none">● Where unjustified or inadequately explained absence falls below 70%, letter from principal requesting a meeting to discuss situation/offer supports.<ul style="list-style-type: none">● Meeting documented and any agreed actions logged on KAMAR.● If no improvement after this meeting or if agreed steps are not followed, possibility of referral to attendance service/or in extreme cases, prosecution.
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