



Highfield School Attendance Management Plan

Introduction and Purpose

Highfield School is committed to providing a high-quality education where regular attendance is fundamental to student success. This plan establishes a consistent framework for monitoring and managing attendance in accordance with the **Education (School Attendance) Amendment Regulations 2025**.

The purpose of this Attendance Management Plan is to:

- Outline clear expectations for student attendance.
- Establish consistent procedures for monitoring, recording, and managing student attendance.
- Provide a framework for early intervention and support for students whose attendance is a concern.
- Promote effective communication between the school, students, and whānau/caregivers regarding attendance matters.
- Comply with Ministry of Education regulations regarding student enrolment and attendance.

Scope

This plan applies to all students enrolled at Highfield School and their whānau/caregivers, as well as all school staff members involved in the monitoring and management of student attendance.

School Target

Our overarching target is to achieve **80% justified attendance** for all students across the school year. This target reflects our commitment to maximising student presence in learning environments while acknowledging legitimate reasons for absence.

Definitions

For the purpose of this plan, the following definitions apply:

Attendance	A student is marked as present when they are at school and engaged in timetabled learning activities for the full school day, or for part of the day as formally agreed with the school.
Justified Absence	An absence that has been formally approved by the school, typically due to: <ul style="list-style-type: none">● Illness or medical appointment (with supporting evidence if requested, e.g., medical certificate) ○ Bereavement.● Approved family events (e.g., tangi, significant cultural events, with prior arrangement).● Participation in approved school-related activities (e.g., sports, cultural events, EOTC).● Exceptional circumstances, approved by the Principal or delegated authority, where a student is unable to attend.
Unjustified Absence	Any absence that does not meet the criteria for a justified absence, or for which the school has not received a valid explanation from a parent/caregiver within a reasonable timeframe (24 hours). This includes, but is not limited to: <ul style="list-style-type: none">● Staying home without a valid reason.● Shopping or non-essential family outings during school hours.● Overdue explanations for absence.● Family birthdays● Lack of food or transport
Truancy	Persistent or habitual unjustified absence from school.
Late	Arriving at school after the designated start time of 8.55am, or leaving school prior to the designated finish time of 2.50pm, without justified reason or prior arrangement

Roles and Responsibilities

<p>School Leadership (Principal)</p>	<ul style="list-style-type: none"> ● Oversee the implementation and review of the Attendance Management Plan. ● Ensure staff are trained in attendance procedures. ● Provide resources and support for attendance initiatives. ● Analyse attendance data and report to the Board. ● Make decisions on complex or persistent attendance cases. ● Liaise with external agencies (e.g., Oranga Tamariki, truancy services) when necessary.
<p>Teachers</p>	<ul style="list-style-type: none"> ● Record attendance twice daily (morning and afternoon) using the Hero/Student Management System (SMS) by 9.10am and 1.30pm. ● Send any late arrivals to the office. ● Follow up immediately on unexplained absences from their class. ● Identify and report students with emerging attendance patterns of concern to Team Leaders then Principal. ● Foster a positive and inclusive classroom environment that encourages attendance. ● Communicate proactively with whānau/caregivers regarding student attendance.
<p>Parents/Caregivers</p>	<ul style="list-style-type: none"> ● Ensure their child attends school regularly and on time, every day the school is open for instruction. ● Notify the school promptly (preferably by 9am on the day of absence) of any student absence, providing a clear reason and expected duration. ● Provide supporting documentation (e.g., medical certificate for 5 days or more) for extended or frequent absences when requested. ● Communicate with the school about any difficulties impacting their child's attendance. ● Work collaboratively with the school to address attendance concerns.
<p>Students</p>	<ul style="list-style-type: none"> ● Attend school every day, on time and prepared for learning. ● Be aware of the importance of good attendance. ● Communicate any attendance difficulties or concerns to a trusted adult at school or at home.

Procedures for Monitoring and Recording Attendance

Daily Attendance Recording	<ul style="list-style-type: none">• Classroom teachers will take attendance at the start of each morning and again after the lunch break.• Attendance will be recorded accurately in the school's Student Management System (SMS), Hero.• Late arrivals must inform the office ensuring their attendance is officially recorded and the reason for lateness noted.• The Office or teacher must be notified of early departures by a parent/caregiver.
Unexplained Absences	<ul style="list-style-type: none">• For any student absent without prior notification, the school office will initiate contact with parents/caregivers, usually by text message and/or phone call, by 9.30am on the day of absence.• If contact cannot be made, a message will be left.• If an explanation is not received within 24 hours, the absence will be recorded as unjustified.
Justifying Absences	<ul style="list-style-type: none">• Parents/caregivers must provide an explanation for absence by phone call, text, email, Hero or written note.• For extended illness of 5 consecutive days or more, a medical certificate will be requested.

Intervention Strategies (Tiered Approach)

Highfield School employs a tiered approach to support student attendance, providing targeted interventions based on the level of concern.

Tier 1: Universal Support (For All Students)	Tier 2: Targeted Support (For Emerging Concerns)	Tier 3: Intensive Support (For Persistent Concerns)
<p>Positive School Climate: Foster a welcoming, inclusive, and engaging school environment. Clear Expectations: Communicate attendance expectations regularly through newsletters and Hero.</p> <p>Attendance Awareness: Educate students and whānau on the importance of regular attendance for learning and future opportunities.</p>	<p>Trigger: When a student's justified attendance falls below 85% or a pattern of unjustified absences/lateness emerges (e.g., 3-5 unexplained absences in a term).</p>	<p>Trigger: When a student's justified attendance falls below 70% or there are persistent, ongoing unjustified absences despite Tier 2 interventions.</p>
	<p>Action:</p> <ul style="list-style-type: none"> - Initial Communication: Teacher makes personal contact (phone call/meeting/email/Hero Message) with whānau/caregivers to discuss concerns, identify potential barriers, and offer support. - Secondary Communication: Team Leader 2IC makes personal contact (phone call/meeting/email) with whānau/caregivers to discuss concerns, identify potential barriers, and offer support. - Monitoring: Increased monitoring of attendance. - Action Plan (Informal): Develop an informal attendance plan with whānau, setting clear expectations and identifying strategies (e.g., morning routines, wake-up calls). - Discussed & monitored at Twice Termly Pastoral Care Meet 	<p>Action:</p> <ul style="list-style-type: none"> - Formal Meeting: Principal convenes a formal meeting with whānau/caregivers and Teacher to develop a comprehensive, formal attendance improvement plan. - Internal and External Agency Involvement: Involve relevant internal school support services and, if appropriate and with whānau consent, external agencies (e.g., Truancy Service, Oranga Tamariki, health professionals, community support organisations). - Referral: Consider formal referral to truancy services if unjustified absences persist and other avenues have been exhausted. - Review: Regular review meetings to monitor progress and adjust the plan as needed. - Discussed & monitored & Reviewed at Twice Termly Pastoral Care Meet

Timeframe	Action	Responsibility
Daily	Teachers complete the roll by 9.15am & send any late arrivals to the office.	Teaching Staff
Daily	Office Manager to follow up unexplained absences. First send a text message via Hero. If there is no response, make a phone call.	Office Manager
Fortnightly at Team Meetings	<p>Teachers to share their attendance data from the previous fortnight. Discuss and note down the students whose attendance is 70-85% and less than 70%</p> <p>Add children who are 70- 80% and less than 70% to the Pastoral Care document on Google Drive. Track contact and interventions out on Hero using the "Attendance Interventions" page.</p>	Teaching Staff
	Check in with those whānau via their preferred form of contact (Hero/Email/Phone call). <i>How's everything going? We've been missing ... in the Room... Is there anything we can do to help?</i>	Teaching Staff
Twice Termly	Team Leaders share their Students of Concern at Pastoral Care Meeting	SLT
	If after initial 'Check-in' attendance has not improved a phone call from Team Leader	Team Leaders
	If still no improvement letter home via Principal and refer to Attendance Services.	Principal

Communication

Effective communication is paramount to successful attendance management.

- The school will use multiple channels to communicate attendance expectations and procedures (e.g., school website, newsletters, Hero).
- Parents/caregivers will be contacted promptly regarding absences.
- Attendance data and progress will be discussed during parent-teacher interviews or specific attendance meetings.
- Confidentiality will be maintained regarding individual student attendance records, shared only on a need-to-know basis or with explicit consent.

Review and Evaluation

This Attendance Management Plan will be reviewed annually by the school leadership team in conjunction with the Highfield School Board. The review will include:

- Analysis of school-wide and cohort attendance data against the 90% justified attendance target.
- Evaluation of the effectiveness of intervention strategies.
- Feedback from staff, students, and whānau/caregivers.
- Updates to reflect any changes in Ministry of Education guidelines or school policy.
- Review of [Student Attendance Policy](#) and [Attendance Procedures](#) as per SchoolDocs Review Process

This plan will be published on the school's website and made available to all staff and whānau.

Approval:	28.01.26	Published on:	29.01.26
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Effective Date: 03.02.26

Review Date: 12.05.26

Together we soar to new heights

Ka eke ngātahi atu mātau ki ngā taumata hou