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ACHIEVING EXCELLENCE
AS A COMMUNITY OF
LIFE-LONG LEARNERS

ORANGA
— SCHOOL —

Oranga School Attendance Management Plan

Strategic Priorities

Regular school attendance is critical for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.

At Oranga School, our Term 4 2025 attendance rate was 60%, with a target of lifting regular attendance to 70% by the end of 2026.

Our key objectives are to:

- **Strengthen a culture of attendance across the school community.**
  - Embed the message that regular attendance is essential for learning, wellbeing, and belonging.
  - Promote positive attendance habits through consistent messaging in classrooms, assemblies, newsletters, and HERO.
  - Recognise and celebrate regular attendance through termly, and annual rewards and acknowledgement systems.

- **Build partnerships with parents/whānau to identify and remove barriers to attendance.**
  - Work proactively with whānau to identify and remove barriers to attendance.
  - Build strong relationships and open communication between school and home, emphasising collaboration rather than compliance.
  - Ensure families understand attendance expectations and the supports available to help improve attendance.

- **Use data to identify trends and guide early intervention.**
  - Monitor attendance weekly to identify students with declining patterns or irregular attendance.
  - Use data to evaluate the impact of attendance initiatives and adjust strategies accordingly.

- **Implement targeted interventions for students below 80% attendance.**
  - Maintain clear procedures for follow-up at each attendance threshold
  - Implement individualised Attendance Plans for students with moderate or chronic absence.
  - Maintain with external agencies to provide wraparound support.

- **Ensure staff understand their role in monitoring and promoting attendance.**
  - Ensure all teachers and office staff understand their role in attendance management and promoting positive attendance.

- ○ Teachers provide regular reminders about attendance procedures, expectations, and communication with whānau.
- ○ Encourage staff to build strong relationships with students to foster a sense of belonging and motivation to attend.

Board Responsibilities

The Board is responsible for taking all reasonable steps to ensure students attend school when it is open for instruction. The Board will comply with legislative requirements and:

- ensure procedures are implemented and regularly reviewed and refined to support student attendance.
- maintain processes and procedures to support a Stepped Attendance Response (STAR) to student absence, using data-based thresholds to identify students.
- receiving and reviewing termly attendance reports (Attendance matters reports) from the Principal to identify trends and evaluate the effectiveness of interventions
- publish the school's Attendance Management Plan on the school website.

Principal Responsibilities

The Principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance
- report to the board on any trends, barriers to attendance and interventions being used to support student attendance.
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives

Procedures/supporting documentation

- STAR - Stepped Attendance Response
- Attendance Data Tracker Spreadsheet
- Attendance letters/emails for key thresholds (90%, 80%, 70%, chronic absence)
- Attendance Agencies Referral Procedure
- Attendance Expectations for New Students – provided at enrolment and reinforced throughout the year

Oranga School maintains clear procedures and supporting documentation to ensure consistent management of attendance. These include:
Daily Attendance Recording:

- Teachers record attendance daily at 9am and 1.30pm in the school management system (HERO)
- Office staff check voicemail and HERO notifications for student absences and record them on the SMS.
- Office staff text whānau if they have not made contact with the school.

Weekly Monitoring:
- Deputy Principal (DP) reviews weekly attendance reports to:
    - identify students absent 5+ days.
    - identify declining attendance patterns.
    - identify unsatisfactory reasons
    - show improvements/declines as a percentage on Attendance Tracker spreadsheet for all students less than 90%

Communication and Early Intervention
- **Early Support:** Teacher or DP contacts whānau to discuss attendance (80–90%) and the impact absenteeism has on learning
- **Targeted Support:** DP contacts parents/caregivers of students below 80% to arrange meetings focused on understanding barriers and putting supportive measures in place

Escalated Intervention and External Agency Support
- If no improvement is made after early intervention, a letter is sent home requesting a face to face meeting to create a plan for improving attendance and if needed; bring in internal and external support agencies such as SWiS and Attendance Services to support whānau to get students to school.

Recognition
- Weekly attendance percentage updates communicated to whānau in Whole School What's On Hero posts and fortnightly in the school newsletter
- 100% Term Attendance certificates and Four Square voucher at assemblies
- 100% Year Attendance award at the end of the year.

Documentation Templates
- Attendance Expectations provided at enrolment
- Attendance agency referrals for additional support where required

Staff Guidance
- Staff follow clear procedures for monitoring, reporting, and escalating attendance concerns.
- Attendance procedures are embedded in staff induction and ongoing professional learning.

Review and Evaluation
- All documentation and procedures are reviewed annually, with adjustments made to reflect best practice, legislative changes, and school-specific needs.

Common Barriers	Support Given
Lack of food	Breakfast club, sandwiches at lunchtime

No uniform	Uniform support
Mental Health	Support from SWiS
Getting to school eg. lack of transport	Discuss options with whānau

Monitoring

Oranga School maintains a systematic approach to monitoring attendance to identify trends, respond promptly, and evaluate the effectiveness of interventions.

Daily Monitoring
- Teachers record daily attendance data in the school management system.
- Absences are coded correctly by office staff (sick, justified, unexplained) to ensure reliable data.

Weekly Monitoring
- The DP records patterns on the Attendance Data Tracker Spreadsheet for individuals and whānau attendance and follows up accordingly.

Threshold-based Monitoring
- 90%+ Attendance
- 80–90% Attendance: DP/Office Admin contacts parents to discuss patterns and offer support.
- Below 80% Attendance: DP arranges meetings with whānau, implements Attendance Plans, and involves external agencies as required.

Reporting to the Board
- Principal provides regular reports to the Board of Trustees, including:
    - Overall attendance rates.
    - Trends and emerging patterns
    - Barriers to attendance
    - Effectiveness of interventions and reward programmes.

Ongoing Evaluation
- Attendance initiatives are evaluated for impact on improving attendance.
- Procedures and monitoring tools are reviewed annually to ensure they remain effective, efficient, and aligned with MOE expectations.

Legislative compliance/Legislation

This plan aligns with:
- Education and Training Act 2020
- Education (Attendance) Regulations 2024
- Education Attendance Management Plan Regulations

● [Ministry of Education – Every School Day Matters (2023) guidance](#)

Reviewed: January 2026	Next review: January 2027

Parent/Whānau Responsibilities

Parents and whānau play a critical role in supporting regular attendance and engagement at school. Parents/whānau are expected to:
- ensure students attend school every day they are well and able.
- contact the school as soon as possible if their child is absent.
- arrange appointments or trips outside of school hours or during school holidays where possible.
- reinforce positive attendance habits at home.
- communicate openly with the school regarding absences or barriers to attendance.
- follow the school's Attendance Management Plan and associated policies.

School Responsibilities

Oranga School is committed to providing a supportive and structured environment that encourages regular attendance and engagement.

Oranga School will:
- Communicate attendance expectations clearly to students and parents/whānau at enrolment, and at the start of the year/term.
- Inform parents/whānau about the steps the school will take if a student is absent.
- Monitor attendance daily and follow up all unexplained absences promptly (texts sent from 10:00am).
- Report attendance information to parents regularly and maintain accurate records.
- Contact whānau by phone for repeated or unexplained absences.
- Identify and respond to attendance barriers in collaboration with students, whānau, and external agencies.
- Support students through pastoral care, learning catch-up, and hauora services.
- Use a culturally responsive, mana-enhancing approach to address attendance concerns.

School Procedures

Oranga School implements clear procedures to support consistent attendance management and early intervention.

Oranga School will:
- Teachers record attendance accurately twice daily in HERO
- The Office Administrator follows up all unexplained absences. Text reminders sent by 10am for absences.

- Classroom teachers maintain accurate attendance records, monitor patterns, and follow up with students and parents when necessary
- The DP
  - reviews attendance weekly
  - identifies students below 90% attendance
  - coordinates follow-up actions and whānau meetings
  - supports interventions
  - oversees serious attendance concerns and referrals to the Attendance Service (after 15+ days unjustified absence)
- Interventions are recorded in the Weekly Attendance TrackerSpreadsheet.
- Communication: emails, texts and calls keep parents informed.
- External Support: Agencies are engaged as needed.
- Evaluation: Senior Leadership Team review patterns and interventions termly to assess effectiveness
- Positive attendance milestones are recognised through assemblies, newsletters and certificates.