

Attendance Management Plan 2026

Kei Tamo te Ākonga

To support our learners on their learning pathway, we will work together to ensure ākonga are in school daily, ready to learn.

Goal: We want all ākonga to be regular attenders – attending at least 90% of the time.

Whānau

- If ākonga are absent from kura, whānau are asked to contact the kura (office or Form Kaiako) and notify us of the absence including the reason.
- Request permission from the Principal, in writing, for planned absences longer than five days. This includes taking holidays during term time.
- Absences of more than five days due to medical reasons may require a medical certificate.
- GGHS subscribes to Txtstream. Whānau/caregivers will receive a text if their ākonga is absent from kura without explanation. Whānau/caregivers will be able to text or phone in their response.

Ākonga

- Arrive at kura on time every day ready for learning
- If ākonga are late to kura, they must sign in at the office after first 10 minutes (first period only).
- If ākonga leaves kura because of an appointment, illness or other they must sign out at the office.
- Follow-up on unexplained absences – for the whole day or period. Form Kaiako will inform of ākonga of these absences.

Kaiako

- Mark rolls accurately.
- Mark ākonga late if they arrive more than five minutes after the lesson has started.
- Follows the Attendance Management Plan.
- Ensure all subject and form rolls are completed by the end of the week.

Administration

- Processes late arrivals to kura
- Clears absence messages daily and processes these in Kamar
- Records attendance when whānau contact office
- Sends an absence text message daily to alert whānau if student absent and processes replies

FORM KAIAKO *Key focus: 80-100% attendance*

- Include attendance in conversations on a form class and individual level
- Maintains an overview of form class attendance and is the **first point of**

DEAN *Key focus: 70-79% attendance*

- Maintains an overview of attendance for their year level
- Works with ākonga, their whānau and key stakeholders to support attendance

<p><i>contact for whānau (weekly data will be provided to support this)</i></p> <ul style="list-style-type: none"> ● Advises ākonga of unexplained absence so they are able to clear them, including one-off absences ● Edits rolls with correct attendance codes when explanations are provided by whānau/ākonga ● Contacts home if ākonga are often absent or arriving late to kura 	<ul style="list-style-type: none"> ● Sends out a letter if there are further concerns about attendance ● Whānau contact/hui relating to persistent absences to put a plan in place ● Refers persistent low attendees under 70% to In-School Attendance Specialist (U16) for HOF Student Support, home visits, or other relevant strategies.
SUBJECT KAIAKO	HEAD OF DEPARTMENT/FACULTY
<ul style="list-style-type: none"> ● Completes attendance register accurately ● Notices when ākonga are absent from class ● Follows up individual unexplained absences and enters actions on Kamar; notifies the Form Kaiako when a ākonga is only missing from their particular subject ● Has a conversation with ākonga and contacts whānau about unexplained absence for juniors and the second instance for seniors and work with HOF if absence in subject continues. ● Communicates/plan strategies with relevant kura staff. 	<ul style="list-style-type: none"> ● Assists subject kaiako with interventions to support attendance.

HEAD OF STUDENT SERVICES (below 70%)	IN-SCHOOL ATTENDANCE SPECIALIST (IAS)
<ul style="list-style-type: none"> ● Maintains oversight of kura attendance ● Supports key stakeholders with raising attendance ● Attends all relevant attendance hui ● Reports to the Board of Trustees including data analysis ● Leads on programmes of support for ākonga to return to kura (severe / chronic absence) ● Is the primary contact for attendance related referrals ● Works with Tūmatakahuki, Deans and SLT for Home Visits. 	<p>Key Focus on attendance below 70%, U16 Years</p> <ul style="list-style-type: none"> ● Subject Kaiako, Form Kaiako and Dean processes must be followed before referral made to IAS ● Only works with ākonga under 16 years who are below 70% (severe/chronic absence) ● Makes home visits and contact with whānau ● Develops and facilitates action plans of support ● Responsible for recording and monitoring their attendance cases.