

# Attendance Management Plan

## Strategic Priorities

Te Kōpuku High is committed to ensuring that every mokopuna has the opportunity to belong, thrive and experience success through regular, supported engagement in learning. Attendance is understood as an expression of wellbeing and connection.

### Our Attendance Strategic Objectives:

- Strengthen early identification of attendance concerns, guided by Te Nīkau<sup>1</sup> values.
- Provide timely, culturally grounded support to mokopuna and whānau.
- Integrate our new in-school attendance support model (0.4FTE Pouora role) to ensure consistent follow-up.
- Reduce chronic absence and increase regular attendance incrementally across 2026.
- Build a strong, transparent tripartite attendance partnership between kura–whānau–MOE.

## Poumarumaru Responsibilities

The Poumarumaru will:

- Take all reasonable steps to ensure mokopuna attend when kura is open for instruction.
- Approve, publish, and monitor the Attendance Management Plan.
- Receive termly reporting including trends, barriers, and supports activated.
- Ensure the kura maintains systematic attendance recording and follow-up procedures.

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<sup>1</sup> Te Nīkau is the guiding framework for Te Kōpuku High which described our special character

- Uphold Te Kōpuku High's kaupapa and ensure supports are mana-enhancing.

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## **Tumuaki Responsibilities**

The Tumuaki will:

- Develop, implement, and monitor the Stepped Attendance Response (STAR) aligned with MOE thresholds.
- Ensure all absences are investigated, responded to, and recorded consistently.
- Lead communication with staff, whānau, and Attendance Services where required.
- Ensure systems, supports, and data processes are operating effectively.
- Report to the Poumarumaru each term with attendance data, patterns, interventions, and next steps.

## **Pouora<sup>2</sup> Responsibilities**

Pouora will:

- Make timely contact with whānau regarding absences and support needs.
- Conduct home visits where needed to re-establish engagement.
- Co-design attendance and support plans with whānau and mokopuna.
- Coordinate wellbeing, pastoral and learning supports alongside poutaahu and pouako.
- Escalate complex or persistent cases, including referrals to Attendance Service when required.
- Ensure all actions are recorded accurately in Helix and reviewed through weekly Pouora hui.

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## **Procedures & Supporting Documentation**

The kura uses a comprehensive Stepped Attendance Response (STAR) to identify, respond to, and monitor attendance concerns.

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<sup>2</sup> Pouora (Wellness Team) includes the Tumuaki

## **Supporting Documents Include:**

- Te Kōpuku High Attendance Management Plan (Full AMP)
- Stepped Attendance Response (STAR) Intervention Pathway
- In-school Attendance Provider Delivery Plan
- Helix attendance recording procedures
- Communication templates for whānau engagement
- Return to Kura / Reintegration Plans

All documents are reviewed annually.

## **Stepped Attendance Response (Summary)**

### **0–4 Days Absence (Prevention)**

**Kāpuia block** (8.40 – 9.00) marking of roll by pouako.

- Immediate contact made with whānau for unexplained absences (poutāhu) to establish reason.
- Admin follows up residual absences and keeps a record of unsuccessful contacts
- Pouora monitors the record of unsuccessful contacts – home visits as necessary to update contact details

**Blocks 1 – 4** (9.00 – 2.15) rolls marked by pouako

### **5–9 Days Absence (Intervention)**

- Pouora makes phone/email contact to identify barriers and impact on learning
- Home visit by Pouora (where contact has been unsuccessful)
- Provide catch-up learning where required
- Record all actions in Helix.

### **10–14 Days Absence (Targeted Response)**

- Home visit by Pouora including when no communication has been received from the whānau to explain absence
- Co-design tailored support plan with the whānau.
- Provide the mokopuna/whānau with wellbeing supports, mentoring.

## **15+ Days Absence (Intensive Response)**

- Home visit by Pouora
- Multi-agency collaboration.
- Refer to Attendance Service when all internal efforts have been unsuccessful and/or 3 home visits have been completed with no change.
- Develop and monitor a reintegration plan

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## **Parent / Whānau Responsibilities**

Whānau are expected and supported to:

- Ensure mokopuna attend whenever they are able.
- Communicate promptly when mokopuna are absent.
- Attend hui related to attendance or support planning.
- Work collaboratively on reintegration and improvement plans.

Our approach prioritises whanaungatanga, manaakitanga, and a strengths-based, non-judgemental relationship.

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## **School Responsibilities**

The kura commits to:

- Maintaining accurate and timely attendance records.
- Communicating expectations regularly.
- Providing regular attendance updates to mokopuna and whānau.
- Supporting mokopuna experiencing barriers to attendance.
- Referring to external services where attendance concerns remain.
- Using attendance data to guide decision-making.

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## **Kura Procedures**

- Pouako record the roll accurately for each block.

- Admin collates daily attendance and sends reminders and makes follow-up calls to whānau when the reason for non-attendance is unknown.
- Pouora monitors chronic and emerging patterns daily.
- Pouora team meets weekly to review risk and assign follow-up.
- All actions and communications recorded in Helix.
- Referrals made to Attendance Service when thresholds are met.

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## Monitoring

**Daily:** Attendance entered and reviewed.

**Weekly:** Pouora (Wellness Team) monitors patterns and escalates cases.

**Termly:** Poumarumaru receives full attendance reports, comparison to targets, and reflective commentary.

**Annually:** Review of STAR, AMP effectiveness, staffing, and system needs.

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## Legislative Compliance

This Attendance Management Plan complies with:

- Education and Training Act 2020
- Education Attendance Rules
- Attendance Management Plan Regulations (pending)
- MOE Attendance Service Reform Requirements (2025–2026)

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## Reviewed / Next Review

**Ratified:** 19 December 2025

**Review date:** December 2026