Attendance Management Plan

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Overarching attendance objectives and strategic priorities

Consistent attendance maximizes instructional time, which is the fundamental resource for learning. Students who miss less school are exposed to the full curriculum, participate in crucial classroom discussions, and receive timely feedback, leading to significantly higher grades and test scores.

Much of the curriculum is sequential (e.g., mathematics, language arts). Missing a day can create a knowledge gap, making it harder to understand subsequent material, leading to a compounding effect of learning loss.

Regular attendance helps students develop essential life skills like responsibility, punctuality, and commitment. These are critical for success in higher education and the modern workplace.

At Kimbolton School our vision is to unleash the potential of all and to be able to do this, attendance is critical. Our Stepped Attendance Response outlines our process for monitoring, supporting, and improving attendance.

Baseline Data (Term 3, 2025)

Regular / Good Attendance	Worrying / Irregular Attendance
63%	**31%**
	Concerning / Moderate Attendance
	2%
	Very Concerning / Chronic Attendance
	4%

What would success look like?

Success would look like an increase to Regular / Good Attendance. Whereby more learners are attending regularly. The category where the most positive shift could be made is with the Irregular Attendance. Reducing this category would have a positive impact on our Regular Attendance.

Annual Target.

Regular / Good Attendance	Worrying / Irregular Attendance
63% 73% Up 10%	31% 21% Down 10%

The rationale for the 10% shift is that by 2028 we would have our attendance up to 90%.

Our attendance management plan sits within our 2026 Annual Plan where our expectation is that all students will strive towards their own personal excellence.

Attendance Policy

Student Attendance

Kimbolton School is transitioning towards the new attendance model and attendance management plan required by the Ministry of Education. This policy will be updated to meet the new requirements before term 1 2026.

At Kimbolton School, our attendance procedures ensure students are accounted for during school hours and activities as well as emergency events. This allows school staff to identify and respond to student attendance concerns. We recognise the importance of regular attendance to support student welfare and help students achieve their educational potential.

As required by the Education and Training Act 2020 (s 35), students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to **attend school regularly**, unless a specific exemption has been approved by the school and the Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at Kimbolton School attend school when it is open (Education and Training Act, s 36).

Kimbolton School records and monitors attendance using set attendance procedures. We have annual targets for student attendance, and work with students, parents and caregivers, staff, and external agencies where necessary to improve our levels of student attendance. We share our attendance information with the Ministry of Education, which ensures we receive correct funding and staffing entitlements. We keep our attendance registers for seven years from the date of last entry.

Parent/Guardian and student responsibilities

Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s 244). We expect parents/guardians to:

- notify the school as soon as possible if their child is going to be late or absent
- arrange appointments and trips outside school hours or during school holidays where possible
- work with the school to manage attendance concerns.

We share attendance expectations with students and their parents/guardians and caregivers, and require students to be present and attend classes on time.

Parents/Guardians may ask for their child to be excused from certain areas of the curriculum for religious or cultural reasons. The principal reviews these requests and considers the preferences of the student. The school provides supervision for any students who do not participate in certain areas of the curriculum.

School hours and supervision

Kimbolton School staff comply with our schedule and release students at set times. For information about supervision outside of school hours, see Before and After School Supervision.

Students are not allowed to leave the school during school hours unless permission is requested by parents/caregivers and given by the school. The student must sign out at the office.

If a student is ill or injured at the school or a school-related activity and needs to be taken elsewhere (e.g. home or a medical facility), we follow our procedures for **Managing Injuries and Illness**.

The principal assures the board that student absences are correctly recorded, monitored, and followed up. See **Review Schedule and Board Assurances**.

Attendance management procedures

Attendance Procedures

Kimbolton School is transitioning towards the new attendance model and attendance management plan required by the Ministry of Education. Changes will be made before term 1 2026.

Kimbolton School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with students and their parents/caregivers, and staff are responsible for reminding students of these expectations.

Recording attendance

We record attendance accurately to ensure all students are accounted for, including for emergency situations. The school provides attendance data to the Ministry of Education each day, as required by the Education and Training Act 2020 and Education (School Attendance) Regulations 2024. We monitor absence patterns using our student management system and notify parents/caregivers of any concerns.

Classroom teachers, learning support staff, and office staff work together to ensure attendance is recorded correctly. Relievers, itinerant teachers, and specialist teachers provide attendance information as necessary to the relevant teacher, or directly to the school office.

We record students as present or absent using Ministry of Education attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday or other unsatisfactory reason), and we record this in our attendance register.

Monitoring attendance

The school office receives attendance information from classroom teachers and/or relievers, itinerant, or specialist teachers, and is responsible for checking and updating attendance information (e.g. due to students arriving late or going home early). Office staff follow up absences, monitor for changes or trends in student attendance, and coordinate with relevant staff as needed.

Staff are encouraged to report any attendance concerns to the principal.

The Ministry of Education collects attendance data from the school, including:

- the proportion of students who **attend regularly**
- students with five or more full days of unjustified absence in a term
- absences remaining unexplained at the end of each week.

Student absences

Parents/Caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent. A reason for absence must be provided no later than the end of the school week. Kimbolton School will contact parents/caregivers directly if no explanation is provided for student absence.

Under the Education and Training Act 2020 (s 45), the principal may allow a student to be absent from school for up to five days if there is a justified reason for absence (e.g. due to illness, a funeral or tangihanga, or other approved reason at the discretion of the school). For planned absences, requests must be made to the principal at least one week before the planned event.

The principal has discretion to approve or deny requests, based on criteria including:

- the benefit to education for the student (including qualifications and experience of course providers as relevant)
- the length of time away from regular school programmes that the activity will require.

If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated (e.g. if a student has gone home due to illness). If necessary, we follow up with parents/guardians and/or emergency contacts. We may also follow our **Missing Student Procedure**.

Following up unexplained absences

Kimbolton School takes all reasonable steps to ensure students attend school while it is open, including following up unexplained absences.

Our follow-up actions may include:

- analysing attendance data for patterns of absence
- contacting parents/caregivers to outline attendance expectations
- meeting with students and their parents/caregivers to discuss strategies for improving attendance
- discussing school programmes with relevant staff to better meet the needs of students at risk of disengagement.

Under the Education and Training Act (s 48), the board may appoint an attendance officer who has authority to follow up absences with students and their parents/caregivers directly.

We refer students with extended or persistent absences to **Attendance services**.

Responsibilities

Teachers

- Take a role twice a day. Once in the morning and again after lunch.
- If a parent has let you know their child will be absent, ensure the office manager is aware of this. Encourage the parent to use Hero to record the absence.

Office Manager

- Check all class attendance records by 9.30am.
- Follow up all students marked with a ?
- Update when more information is known.
- If no reply from the parent student is marked truant.
- Check the afternoon role by 1.30pm.
- Ensure the principal or deputy is aware of truant students.

Families

- Families have legal obligations to ensure students attend school.
- Notify us as soon as possible if students are going to be absent or late.
- Where possible arrange appointments or trips outside of school hours.
- Work with us to manage attendance concerns.

Principal

- Check for patterns of attendance.
- Provide a termly attendance report to the board showing analysis of data, trends and narratives.
- Follow up on truant students, and work alongside attendance services, if and when required.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days of absence in a term	*Up to 10 days of absence in a term*	*Up to 15 days absence in a term*	*15 days or more absence in a term*
Parents / Guardians	Parents / Guardians	Parents / Guardians	Parents / Guardians
- Ensure students attend every day they are able. - Reinforce good attendance habits. - Follow school attendance management plans and procedures.	Return students to regular attendance. - Contact school to discuss reasons for absence and impact on learning. - Support students to catch up on missed learning. - Engage in support offered.	- Return students to regular attendance. - Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan. - Implement strategies at home.	- Return students to regular attendance. - Engage in a support plan. - Participate in regular meetings.
School	School	School	School
- Communicate with family about every absence. - Maintain contact details of all parents. - Report to families on their child's attendance. - Support students to continue learning if unable to attend every day. - Use MOE approved wellbeing or transitional plans, and health schools where required.	- Contact parents to discuss reasons for absence and impact on learning. - Support students to catch up on missed learning.	- Contact parents to escalate concerns. - Hold meetings to analyse reasons for absence and to collaborate on a support plan. - Develop and implement a support plan tailored to the reasons and circumstances around the child's absence.	- Contact parents to inform them of an escalated response. - Request support from attendance service or other agencies as needed. - Participate in a multi-agency response . Maintain implementation and monitoring support plan. - Undertake school led prosecution, or request MOE led prosecution, when considered appropriate if supports offered are not taken up.