

## Attendance Management Plan

### St Peter's College, Gore

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### Attendance objectives

The government has set a target of 80% of students attending school regularly by 2030. Our school has regular attendance of 58% for Term Three 2025. Our aim is to increase this rate over the next 5 years to meet the governments attendance benchmark.

By the end of 2026, we aim to have regular attendance rise to 65%.

### Attendance Policy

At St Peter's College, 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 St Peter's College attend school when it is open (Education and Training Act, s 36).

St Peter's College 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**

St Peter's College 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.

Year 13 students and students who live in Gore may be allowed to leave school grounds (e.g. during lunch time or study periods). This is at the discretion of the principal and permission may be withdrawn if students do not return on time or do not meet our behaviour expectations while away from the school.

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**.

### **Attendance Management Procedures**

At St Peter's College we communicate with our whānau and students our expectations around attendance through various platforms including newsletters, Facebook and school assemblies. We celebrate students with improved attendance as well as those with 100% attendance each term at an assembly.

Day to day operations		
Action	Description	Person Responsible
Marking of attendance	The classroom teacher marks the roll every period on Kamar. If the roll is not marked within 30mins of the lesson starting an email is sent automatically by Kamar to remind them to mark roll	Classroom Teacher
Enter sickness/absence	The office staff clear the school phone before 9am every morning and enter students who are sick or absent.	Receptionist/Office Manager
Daily absence follow up	Students who are absent without explanation during periods 1 and 2 have their parents contacted by phone call, text message or email to check on absence in the morning	Receptionist/Office Manager
Weekly monitoring	Teachers will talk to students around their attendance and check to ensure that coding is correct. This will be done in whānau class at least once a week and errors are corrected.	Whānau Teacher
Cohort Monitoring	Attendance data for year to date will be taken off Kamar each week and monitored at each year level by the Dean and DP Pastoral Care	Dean and DP Pastoral

Attendance Awards	DP Pastoral will use Kamar to each term identify students with 100% attendance for the term and those with most improved attendance.	DP Pastoral
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- Our student management system is Kamar which is where all attendance data is stored securely
- As identified in our stepped attendance response we will address barriers to attendance in hui with whānau at the various levels
- At whānau hui we will address barriers to attendance and what strategies can be put in place to reduce or remove these barriers.
- Attendance monitoring will be overseen by the Deputy Principal Pastoral Care

### St Peter's College Stepped Attendance Response

This document outlines the St Peter's College, Gore approach to Stepped Attendance for 2026. This outlines the actions that will be taken by the school to monitor attendance and then to respond when students do not meet the Ministry of Education attendance target of 90%.

<b>Good Attendance</b>	<b>Worrying Attendance</b>	<b>Concerning Attendance</b>	<b>Very Concerning Attendance</b>
<i>Less than 5 days absence in a term</i>	<i>Upto 10 days absence in a term</i>	<i>Upto 15 days absence in a term</i>	<i>15 days or more absence in a term</i>
<ul style="list-style-type: none"> <li>◆ Notify parents of every absence via email or phone call</li> <li>◆ Parents and students notified of attendance rate for the term</li> <li>◆ Dean or whānau teacher follows up on absences</li> </ul>	<ul style="list-style-type: none"> <li>◆ Notify parents of every absence via email or phone call</li> <li>◆ Dean follows up as to what barriers exist for attendance</li> <li>◆ Offer of supports including counsellor and peer support</li> </ul>	<ul style="list-style-type: none"> <li>◆ Notify parents of every absence via email or phone call</li> <li>◆ Dean follows up as to what barriers exist for attendance</li> <li>◆ Offer of supports including counsellor and peer support</li> </ul>	<ul style="list-style-type: none"> <li>◆ Notify parents of every absence via email or phone call</li> <li>◆ Dean follows up as to what barriers exist for attendance</li> <li>◆ Offer of supports including counsellor and peer support</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Parents and students notified of attendance rate for the term</li> <li>◆ Attendance Letter 1 sent home at the end of the term around improving attendance</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attendance Letter 2 sent home at the end of the term around improving attendance</li> <li>◆ Parents invited in for a meeting with the Dean to put in place an attendance plan</li> <li>◆ Attendance services may be engaged at this point</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attendance Letter 3 sent home at the end of the term around improving attendance</li> <li>◆ Parents invited in for a meeting with the Deputy Principal to review attendance plan and make improvements</li> <li>◆ Attendance services will be engaged</li> <li>◆ Unenroll student if necessary</li> </ul>
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### **Monitoring and measuring progress**

We will monitor our progress using the following mechanisms:

1. Termly Every Day Matters reports and comparing to previous year
2. Weekly attendance rate print offs from Kamar
3. Weekly attendance data print off from Kamar of students identified as having low attendance and monitoring for progress

The Deputy Principal Pastoral Care will ensure that regular messaging around attendance and our procedures will be communicated with staff, parents, students and whānau.

Each term the BOT is shared the Every Day Matters report which is then discussed by the Board members. Strategies and processes can then be discussed and look at areas for improvement.

The attendance policy as well as procedures are reviewed annually by the School Board.