



NEW PLYMOUTH BOYS' HIGH SCHOOL
TE KURA TAMATĀNE O NGĀMOTU

Attendance Management Plan

This document serves as the school's formal Attendance Management Plan, approved by the Board of Trustees. The Board of Trustees will monitor progress through frequent reporting and data review procedures.

Overall Attendance Objectives

The Board of Trustees is committed to maximising student achievement through regular attendance. Our primary objective is to reduce the number of students categorised as Severely Absent (15 or more days absent per term), aiming for an overall school attendance rate of 90% or higher.

Identifying Barriers to Attendance

Staff must actively identify and address the underlying barriers to attendance through the Stepped Attendance Response (STAR) framework. This includes:

- Structured interviews and meetings with students, parents, or whānau during the Elevated and Severe Absence phases (Tiers 2 and 3).
- Utilising referrals to the School Guidance Team, or appropriate external agencies when social, emotional, health, or whānau issues are suspected as the cause of non-attendance.
- Collaborating with Attendance Services to conduct a comprehensive assessment of complex, persistent non-attendance cases.



	Pastoral Team Action	Attendance Officer Action	Other Action
Student is marked absent (?)	<ul style="list-style-type: none"> Senior House Leader (Huia 1-8) and Dean (Huia 9-16) follow up any ? as soon as possible with the student. ? will be changed to appropriate code ie M, J, E, I and T. All absences must be explained within three days. 	<ul style="list-style-type: none"> Enters parent attendance correspondence into KAMAR. Email to parents/whanau if absent for a half day or greater. 	<ul style="list-style-type: none"> Huia teacher checks huia attendance summary at least once per week. Any obvious errors adjusted. A reminder given to students with unexplained absences that they must explain the absence within three days.
T after three days	<ul style="list-style-type: none"> Follow up action required by the Senior House Leader/Dean. Options include student meeting, referral to guidance, detention, phone call/meeting/home visit with parents/whanau. KAMAR entry Contact with parent/whanau required for students with a history of truancy. 	<ul style="list-style-type: none"> Remove any detention where an absence is subsequently explained. 	
? remaining at the end of each week	<ul style="list-style-type: none"> Reminder email sent to students 		
Three or more days absent with no communication		<ul style="list-style-type: none"> Contact home if a student is absent for three or more days. This may occur earlier for students with a history of truancy. KAMAR entry Refer to the Te Heru Māpara Attendance Services if the student has a history of truancy. 	
Three or more days medical		<ul style="list-style-type: none"> Medical certificate required. 	<ul style="list-style-type: none"> School nurse will contact home to offer support and advice.
STAR Tier 1: Moderate Absence (5–9 days absent per term / Attendance 90% and above)		<ul style="list-style-type: none"> Monitor automated KAMAR list daily Link existing pastoral entry to intervention or contact home/add pastoral entry and intervention Notify Deans/Senior house leader if more information is required 	



<p>STAR Tier 2: Elevated Absence (10–14 days absent per term / Attendance 80%-90%)</p>	<ul style="list-style-type: none"> • Parents/whanau meeting/phone call with the dean. • Potential early referral to Te Heru Māpara Attendance Service in consultation with the Attendance Officer. 	<ul style="list-style-type: none"> • Attendance Letter 1 sent on behalf of the Dean. 	
<p>STAR Tier 3: Severe Absence (15+ days absent per term / Attendance <80%)</p>	<ul style="list-style-type: none"> • Parents/whanau meeting with the Deputy Headmaster (Pastoral). • Explore interventions to increase attendance e.g. Taranaki Activity Center, WITT courses. • Possible stand-down for continual disobedience. • Possible referral to Oranga Tamariki for a Family Group Conference. 	<ul style="list-style-type: none"> • Attendance Letter 2 sent on behalf of the Deputy Headmaster (Pastoral). • Referral to Te Heru Māpara Attendance Service. • Attendance Letter 3 sent on behalf of the Board of Trustees. 	
<p>>20 days unexplained absence</p>		<ul style="list-style-type: none"> • Under 16 - Non-Enrolment Form (NEN) completed and removed from school roll. Notification letter sent to parents/whanau. • Over 16 - Removed from school roll. Notification letter sent to parents/whanau. 	

