



ROSEHILL COLLEGE

ATTENDANCE MANAGEMENT PLAN

Presiding
Member:

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Overarching attendance objectives and strategic priorities

Maximise Student Attendance Rates

Aim for students to meet the MOE goal of attending regularly. 80% of our Ākonga attend school more than 90% of the time.

Identify and Address Barriers

Proactively identify personal, social, cultural and academic barriers to attendance and provide targeted support.

Promote a Culture of Attendance

Embed high expectations around attendance across the whole school community, including students, parents/carers, and staff.

Use Data-Driven Monitoring

Regularly monitor attendance patterns to enable early intervention and effective resource allocation.

Results and Target Attendance

Ministry of Education Targets:

The Government's target is for **80% of students to attend regularly** (good attendance). That is to attend school more than 90% of the time.



Rosehill Data

Date	Regular >90%	Irregular 80-90%	Moderate 70-80%	Chronic <70%
Term 1 2024	52	23	11	13
Term 2 2024	46	24	14	16
Term 3 2024	43	26	13	17
Term 4 2024	38	25	15	22
Term 1 2025	57	24	9	10
Term 2 2025	51	23	13	14
Term 3 2025	46	26	12	16
Term 4 2025	48	21	13	18
<i>Target T1 2026</i>	<i>70</i>			
<i>Target T2 2026</i>	<i>60</i>			
<i>Target T3 2026</i>	<i>60</i>			
<i>Target T4 2026</i>	<i>60</i>			

Attendance Management Procedures

Teacher Responsibilities

- Mark attendance at the start of the lesson - **click Finished**
- If a student arrives late, mark them as late and add a note eg: arrived at 10:15am.
- If a student leaves your class and does not return, mark them as "Not in Class" or "T" and add a note.
- If you withdraw a student within your department, you should mark the student as "Present" or "N".
- Praise post cards to reward good attendance.
- Use of Rosehill Way grades

Manaakitia Mai Teacher Responsibilities

- If a student's attendance drops below **90%** the Manaakitia Mai teacher will need to meet with the student. Enablers and barriers to attendance identified and strategies put in place. This should be recorded in Kamar as a pastoral entry.
- They should check if the student is involved in an extra curricular activity and put in a pastoral entry or email the relevant Kaitiaki to make them aware. **You can find this information under Student - Academic - Groups** in Kamar. (Or from talking to your students).
- Monitor attendance through Kamar and weekly attendance sheets. If the student does not improve in 2 weeks then email Kaitiaki.
- Support students returning to school in conjunction with Kaitiaki. Supports could include: Regular mentoring meetings, academic counselling, attendance and behaviour reports, regular correspondence with whānau.

Kaitiaki Responsibilities

- If the student has yet to respond to the Manaakitia Mai teachers' intervention, then Kaitiaki intervention is required.
- Students who are late twice in a day, are consistently late to class or are truant from class the student will receive a detention.
- The student should be placed on a green attendance report and whānau should be phoned or asked to come in for a meeting, enablers and barriers discussed, (recorded in Kamar).
- When a student's absence is below **80%** they can be withdrawn from their Extra curricular activity or a plan put in place until improvement is shown. Kaitiaki to liaise with Sports / Arts /TICs. Students would not be able to attend the Ball until improvement.
- The student should also be referred to the Careers Adviser who should report back to the Kaitiaki about the pathways discussion they have had with the student. Recorded in Kamar and on Career Central.
- Support students returning to school in conjunction with Manaakitia Mai teacher. Supports could include: Regular mentoring meetings, academic counselling, attendance and behaviour reports, regular correspondence with whānau. Link with counsellors (Te Whare Kimiora). Timetable adjustments including Individual Learning Plan provision.
- Kaitiaki to consider Alternative Education options if appropriate.
- Kaitiaki to liaise with Counsellors (Te Whare Kimiora) where appropriate.
- If the student does not show improvement then the Kaitiaki should refer the student to their DP.
- Meet with Manaakitia Mai teachers once per week (Wednesdays) to discuss cases and collaborate on plans to improve attendance.

Deputy Principal Responsibilities

- DP organises a whānau meeting. Depending on the age of the student there needs to be a discussion about alternative education, or other alternative pathways.
- If in-school truancy is an issue then stand down should be considered.
- If all attempts at intervention are ignored by the whānau and there is continued absence and concern for ongoing welfare then student should be NEN and/or consider a report of concern to OT.
- Email home to recognise high attenders.

Attendance Officer Responsibilities

- Clear phone messages, emails, text messages, app messages, notes & medical certificates - enter attendance into Kamar.
- Create Absence Manager text message list - send text and email messages to caregivers of students where no notification of absence has been received.
- Clear text or app messages and responses and change Kamar attendance and advise Kaitiaki and Manaakitia Mai Teacher of any truancy or long-term absences.
- Take phone calls and speak to caregivers regarding attendance. Notes on Kamar for Kaitiaki, Manaakitia Mai Teacher and teachers, notified via email.
- When a student has been absent continuously for three consecutive days and there has been no response to text messages and emails sent to caregivers - Under 16 years of age - Attendance Officer will try to make phone contact with caregivers. If no response to phone calls - notify the Kaitiaki of continuous absence - confirm with Kaitiaki to go ahead and lodge an Unjustified Absence (UA) with the Ministry of Education (MOE/Attendance Service Provider). Attendance Service Provider to make a home visit to ascertain why the student has been absent without notification to the school. Letter to be sent home for caregivers to contact the Head of House re: attendance concerns.
- Meet with Attendance Service Provider regarding results of home visits attempted - advise Head of House and enter into Pastoral all case notes from Attendance Service.
- Attendance Officer prints out Attendance Sheets for 2 weeks and places in the Manaakitia Mai slots in the pigeonholes for teachers to follow up on any absences.
- Attendance Officer prints out Attendance Statistics sheets for the whole year and attaches to the Attendance Report for the Manaakitia Mai teachers slot.
- Print out for Kaitiaki's each Friday of all attendance with "T", "?" and "L" to follow up with Detention.

Letters and Texts sent home regarding absences over 16 and under 16

Use of Stepped Attendance Response KAMAR data for the following:
(Use of automated email)

Letter 1: Absence concerns under 80%:

Letter 2: Under 70% letter

Letter 3: Removal from Roll - continued and sustained absence

Text follow up

- **First warning text** - Student at risk of non-enrolment due to continuous absences - contact the school ASAP or student will be removed from our roll.
- **Removal from roll text** - Student has been removed from our roll due to chronic absences. To discuss this, contact DP or Principal.

Lateness / Truancy Consequences

Students who are recorded as 'Late' more than once a day will get a detention.

Students marked as 'Truant' more than once a week will get a detention.

Students who are consistently late throughout the week will also get a detention.

Follow up procedure:

- At the end of each week Attendance Officer will collate a spreadsheet for each House showing who has breached the criteria.
- On Monday Kaitiaki's will send a text message home via Kamar to parents of those students who have an afterschool detention to notify them. They will also send a note to students notifying them that they have a detention.
- Detentions will run on lunchtimes from 12:50-1:30pm in the Hall. If students miss this detention Kaitiaki's will ask parents to come in to meet and they will have to complete this the following week.

Note: All teachers should still follow relational practices and work with students to ensure they get to class on time.

Repeated Lateness or Truancy will be addressed by further consequences.

Supportive Strategies To Enhance Attendance

- Praise post cards to reward good attendance.
- Use of Rosehill Way grades and Certificates - Attendance criteria as part of this.
- Attendance criteria as part of the Year 9-11 Diploma.
- Attendance criteria as part of co-curricular involvement.
- Whānau and student wellbeing survey.
- Use of Google Classroom to ensure students can catch up on work missed.
- Homework Centre after school to provide opportunities to catch up.
- Holiday and afterschool Tutorials.
- Health promotion during winter months from our Nurses.
- Hauora Expo to promote understanding of Health related issues.
- Counsellors - Te Whare Kimiora.
- Outside Agencies - Attendance Service Provider, Alternative Education Programmes, Northern Health Services, Stand Up.