Attendance Management Plan 2026 (February)

80 – 90% Attendance Action Plan 2025/2026 for Ashburton Netherby School (between 6 - 10 days absence per term).					
Action Area	Actions to achieve the goal	Led by	Timeframe	Status of delivery	What has been the impact of these changes? (Review)
● Clarify/review what we're calling unjustified	Coding workshop for all staff	Phil and Jodi	Term 3 2025	Seminar (using attendance codes training with Jude Faucett) in 4 August 2025	No unexplained absences, all ākonga absences recorded consistently.
● Have board establish parameters around what we consider a Q Code entry.	Board discussion to establish Q code parameters. Share to school docs and newsletter.	Phil	Term 1 2026	Discussion. Newsletter, School docs.	The community, teachers and Board understand Q code application.
● Daily monitoring of attendance, followed up by the office administrator daily by text, phone call, or email. ● Correct coding applied to absences ● SMS to send real time letters once the threshold of 6 days absence is	Considerable time and effort allocated from office administrator to follow up on absences daily	Office administrator	On-going	N/A	We get consistent and accurate data as to why a child might be absent assuming the caregivers/parents respond to correspondence from the school.

recorded in the term.					
● Staff are reminded to not leave their roll unmarked at day's end.	Staff expected to ensure their rolls are completed twice daily to ensure accuracy of the recording of attendance or absence	The office administrator tidies up the school roll twice daily. Frequent reminder for staff to stay on top of roll for consistent and accurate recording of absences and attendance.	Ongoing	In progress	We get consistent and accurate recording of a child's daily attendance status.
● Data is analysed every five weeks with letters sent home to children attending less than 80% of that time period. Letters offer support and suggestions to assist in improved attendance. ● Phone calls home if lack of attendance is unclear. ● If attendance rate shows clear	Attendance data is compiled every 5 weeks. Absences are coded and noted with reasons so we are aware of the causes and whether the absences are genuine or not. Principal to analyse and make decisions whether to send letters to parents, or phone or refer to truancy. School to make use of an automated letter system through the SMS in term 1 2026.	Principal + office administrator	2025+2026	In progress - started in 2024.	Some immediate improvement, but mostly not. A message from school to the community that we take attendance seriously, and so should you, we are in this together. Note, particular families have irregular attendance.

evidence of reason, like prolonged illness, tangi, bereavement, housing situation or circumstances beyond their control, no follow up required.	Three letters to be designed and sent at each stage, less than 90%, less than 80%, less than 70% attendance				
● Week 1 – 5 data published in the newsletter with comparisons and % recorded for 90 - 100, 80 to 90, 70 - 80 and less than 70% as a way of communicating ongoing trends in community attendance.	Analyze attendance. Publish attendance rates in a newsletter. Continue to inform the community that we need partnership in improving attendance data.	Principal	2025 - ongoing	In progress, started in 2024.	The whole community is aware that we are in this together, and the actions of individuals impacts the entire school community attendance statistics. Relatively little to no improvement to date.
● Potentially select 12 children who consistently have below 80% attendance and establish with parents and children an incentive to improve attendance.	Meetings, emails, discussion, agreement, incentive, reward. Analyze data at the end of term 2 and see if this is a useful intervention.	Principal	Term 2 2026.	An idea to revisit after Term 1 2026 data analysis.	

• See if some children are interested in developing a small video clip about the importance of school attendance. Place on blogs.	Child owned / centered. Established reasons from tamariki. Readily viewable.	Principal - teachers - child.	2025	Advertised out	
• PB4L - Why it is great to come to school. • Child led and developed, assembly focus. • Fun morning activity. • Morning fitness or activity the class buys into.	New development to foster an awareness of the importance of school. Revisit the lesson plan termly. Have events first thing in the morning that children love to encourage attendance and starting on time.	Mel O	1 2026	In progress	I am confident the breakfast club and Jump Jam encourage school attendance.
• Create a termly award system for children who attend school 80% of the term - ice block. • End of term attendance of 80% or more leads to reward.	Explain the idea to children and in a newsletter and by email. Have children generate incentives and celebrations rewards Get started, week 2 of term 1 2026. Generate label for this group of children - GPT generated ideas:	Phil W	1 2026	Starting	

• Introduce class attendance reward at Monday assembly.					

70 – 80% Attendance Action Plan 2025/2026 for Ashburton Netherby School (up to 15 days absence per term).

• Analyse attendance data on a 5 weekly basis and in real time once the SMS is understood and adopted.	• Send escalated formal notification to parents if absences are not explained and occur. • Hold meeting to analyse reasons for absence and to collaborate on a support plan • Develop and implement a plan tailored to the reasons and circumstances around the child's absence • Aim to improve attendance	Principal	As long as it takes	As required	Occasionally this leads to an intermittent improvement in attendance.

Less than 70% Attendance Action Plan 2025/2026 for Ashburton Netherby School (15 days absence or more per term).

● Utilize the bus service Kahui Ako organised for low attending children who cite travel as a barrier to attendance in terms 2 and 3. ● On-going severe unexplained absences referred to truancy services	**Bus children:** Names: Confidential jill.herbert@safer.org.nz Contact parents. Establish reasons for absences. Provide support and help, aim to strengthen school home relationships to improve attendance. Refer to truancy services if no improvement.	Principal	As required	As required	There has been improvement with the children who catch the bus.