



Whakarewarewa School

Attendance Plan 2025

- Focus on improving student attendance,
- Addressing absenteeism,
- Fostering a school culture that values consistent attendance.

Below is a detailed plan that incorporates strategies to prevent absenteeism and enhance engagement while measuring progress.

2025 Attendance Plan

Goal:

To improve overall student attendance rates by promoting a supportive school environment, identifying and addressing the root causes of absenteeism, and engaging students and families in the process.

1. Establish Clear Attendance Expectations

Action Steps:

- Define clear attendance policies and communicate them to students, parents, and staff at the beginning of the school year.
- Include information on the importance of attendance, the impact on learning, and school policies on excused/unexcused absences.
- Set clear goals for attendance, such as aiming for 95%+ student attendance each term.

How to Measure Success:

- Monitor attendance data to ensure clear expectations are followed.
- Track if students and families acknowledge and understand the attendance policies (through surveys or feedback forms).

Reporting:

Date:



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2. Regular Monitoring and Data Tracking

Action Steps:

- Implement a system for tracking attendance regularly (e.g., daily, weekly reports) to identify patterns in absenteeism early on.
- Learning Support Co-ordinator or attendance officers to monitor and analyze attendance data and intervene when patterns of absenteeism emerge.
- Provide a weekly attendance report to staff and send reminders to parents about student attendance.

How to Measure Success:

- Track the percentage of students with chronic absenteeism (students missing 10% or more of school).
- Analyze trends and identify specific periods of the school year or reasons for increased absenteeism (e.g., winter flu season, exam periods).

Reporting:

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3. Early Intervention and Support

Action Steps:

- Establish a process for early intervention, such as contacting parents after a few unexcused absences to discuss potential reasons.
- Provide individualized support for students struggling with absenteeism, including connecting them with counselors, social workers, or attendance mentors.
- Offer support for students facing health challenges, mental health issues, or family difficulties that may contribute to absenteeism.

How to Measure Success:

- Track the number of early interventions and identify whether these lead to improved attendance.
- Measure the success of interventions by tracking the return to regular attendance after a targeted approach.

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4. Incentive Programs

Action Steps:

- Implement an incentive program to reward students with excellent attendance. This could include certificates, recognition at school assemblies, or small prizes.
- Consider creating a “perfect attendance” award for students who maintain 100% attendance throughout the term or year.
- Offer group incentives such as a class competition for the best attendance.

How to Measure Success:

- Track the percentage of students achieving perfect attendance and the overall attendance rate before and after introducing incentives.
- Collect feedback from students and families on their motivation to improve attendance through the incentive program.

Reporting:

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5. Addressing Barriers to Attendance

Action Steps:

- Identify and address potential barriers that might prevent students from attending school, such as transportation, bullying, or family responsibilities.
- Work with local community services to offer resources like free or subsidized transportation, food, clothing, or mental health support for families in need.
- Hold regular meetings or workshops for parents and guardians to discuss how to support regular school attendance, especially in households facing challenges.

How to Measure Success:

- Track the number of families accessing support services and evaluate the impact on attendance rates for students facing specific barriers.
- Collect feedback from families on the accessibility of support services and their effectiveness.

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6. Strengthen Parent and Community Engagement

Action Steps:

- Organize workshops and meetings for parents to discuss the importance of regular attendance, the impact on academic performance, and the school's commitment to supporting students.
- Use a variety of communication tools (newsletters, text messages, emails) to regularly update parents about their child's attendance and share success stories of students with great attendance.
- Create a school attendance committee that includes parents, teachers, and local community leaders to brainstorm ways to engage the community and address attendance issues.

How to Measure Success:

- Survey parents about their knowledge and understanding of attendance policies, and whether the communications have led to increased awareness and engagement.
- Track the participation of parents in meetings and workshops, and assess any change in attendance patterns following these engagements.

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7. School Climate and Engagement

Action Steps:

- Create a welcoming school environment where students feel safe and valued. Foster a positive school culture that promotes attendance as a shared responsibility.
- Offer engaging and stimulating extracurricular activities that encourage students to come to school, such as sports, clubs, and arts programs.
- Implement school-wide events (spirit days, community service projects) to strengthen student engagement and make school feel exciting and connected to students' lives.

How to Measure Success:

- Use student surveys to assess the school climate and engagement levels.
- Track attendance rates during events or after engaging school-wide activities.

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8. Consistent Communication with Students



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Action Steps:

- Regularly communicate with students about the importance of attending school and being present. Use messages that resonate with students, such as how attendance connects to future success and personal goals.
- Empower student leaders to promote attendance in school assemblies, student council meetings, and peer-led campaigns.

How to Measure Success:

- Monitor the effectiveness of student-led campaigns or announcements on improving student attendance.
- Track feedback from students on whether they feel more motivated or supported in attending school regularly after these communications.

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9. Address Chronic Absenteeism Early

Action Steps:

- Develop a protocol for addressing chronic absenteeism with students who miss more than 10% of school days (whether excused or unexcused).
- Create individualized action plans for these students, which could include working with a mentor or counselor, and a plan to catch up on missed work.

How to Measure Success:

- Track the reduction in chronic absenteeism rates before and after the implementation of individualized action plans.
- Measure the academic progress of students who were identified as chronically absent.

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10. Review and Adjust Attendance Strategies Regularly

Action Steps:

- Review attendance data quarterly to evaluate progress and adjust strategies as needed.
- Hold meetings with staff, parents, and community partners to assess the effectiveness of the attendance plan and adjust where necessary.
- Set aside time during staff meetings to share insights and suggestions on improving attendance.

How to Measure Success:

- Review the school's overall attendance rates each term and year, comparing them with prior years.
- Assess the effectiveness of interventions and adjust strategies based on data and feedback from families, staff, and students.

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Key Performance Indicators (KPIs):

- **Overall Attendance Rate:** Target a 95%+ attendance rate for the school year.
- **Chronic Absenteeism:** Reduce the percentage of students missing 10% or more school days by at least 10% year-over-year.
- **Parent Engagement:** Increase the number of parent responses to surveys or attendance-related meetings by 20%.
- **Incentive Program Impact:** Increase the number of students with 100% attendance by 10% by the end of the year.
- **Student Engagement and Satisfaction:** Use surveys to track how students feel about school climate and their motivation to attend regularly.

By establishing a structured attendance plan with these detailed steps, our kura can foster a culture that values attendance, support students and families, and ultimately improve student outcomes in 2025.



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