



CAMBRIDGE HIGH SCHOOL ATTENDANCE MANAGEMENT PLAN

Cambridge High School Purpose

CHS empowers every student to grow, realising their potential in an inspiring and supportive learning environment

Regular school attendance is fundamental to student success and wellbeing.

Research consistently shows a strong connection between attending school regularly and achieving positive academic outcomes. When students are present and engaged, they are more likely to flourish—both in their learning and in their personal growth.

In New Zealand, the law requires all students aged 6 to 16 to attend school every day. Meeting this expectation is a shared responsibility across the entire school community. Consistent attendance helps students build strong relationships with peers and teachers and fosters a sense of belonging in the learning environment - key ingredients for confidence, resilience, and achievement.

We recognise that there are many reasons why students may miss school. Addressing these challenges calls for a proactive, coordinated approach. This plan sets out staff roles and responsibilities, along with targeted strategies that form part of the Stepped Attendance Response Plan. Our collective goal is to lift overall attendance to at least 80%, with a strong focus on early identification, timely support, and strong partnerships with whaanau.

Accurate attendance recording is both a professional obligation and a legal requirement. Attendance data serves multiple purposes, including legal matters such as custody arrangements, and is now automatically uploaded daily to the Ministry of Education. This makes accuracy and timeliness more critical than ever.

At Cambridge High School, the Attendance Administrators, Form Teachers, Year Level Deans and the Senior Leadership Team work together to monitor our student population's attendance and to support individuals when improvement is needed. To help with this staff will use the following procedures according to the student's attendance percentage.

Please note that the procedure will vary depending on the role of the staff member. At the Form Teacher level, the procedures need to be followed closely. More complicated cases will involve our Attendance Administrator, Year Level Dean and Senior Leadership Team, and they may need to follow a different procedure. They will use their discretion, work collaboratively, and communicate with each other for the benefit of the student and their whaanau. By working together and following the steps outlined in this plan, we can ensure every student has the opportunity to succeed through regular, meaningful engagement in their learning journey.



ROLES & RESPONSIBILITIES

Students

Students are required to attend school every day, arrive on time, and remain on campus for the entire school day.

Whaanau and Caregivers

Whaanau and Caregivers are expected to ensure their child attends school each day and to notify the school of any absence on the same day.

Classroom Teachers

Marking Attendance

- Accurately record and complete rolls within the first **10 minutes** of the period.

Student Engagement

- Provide purposeful and meaningful learning during class.
- Offer opportunities for students to catch up on any missed work.

Attendance Monitoring

- Acknowledge and encourage good attendance and use our REACH Attendance Certificates
- Monitor and identify patterns of concerning absences.
- Raise attendance concerns with the Form Teacher.

Form Teachers

Marking Attendance

- Accurately record and complete rolls within the first **10 minutes** of Form Time.

Student Engagement

- Communicate with students regarding their attendance status.

Attendance Monitoring

- Acknowledge and encourage good attendance
- Monitor and identify patterns of concerning absences
- Promptly report any concerns to the Dean.

Year Level Deans

- Monitor weekly attendance data
- Support Form Teachers and intervene when attendance patterns emerge.
- Celebrate good attendance at year level assemblies.

Senior Leadership Team

- Lead the attendance strategy.
- Support Form Teacher and Dean interventions.
- Oversee referrals to external agencies.

Attendance Administrator

- Use School Bridge attendance data to update KAMAR.
- Track daily attendance data and contact whaanau for student absence. E.g. send out SMS, phone, email home.
- Provide weekly attendance data to Form Class Teachers and Deans.
- Weekly attendance reports emailed home.



ATTENDANCE PROCEDURES

- [Form Teacher Attendance Plan](#)
- [Management Attendance Plan](#)

ABSENCE FOR MEDICAL REASONS

- For the health of all students and staff, please keep your child at home when appropriate. *Please refer to the PDF 'When is sick too sick for school?' for guidance around when to keep your child home when they don't feel well.* If the absence extends beyond three days, a medical certificate may be required.

ATTENDANCE THRESHOLDS & RESPONSES

- Green Zone/Good Attendance (Less than five days absence in a term) – Form Teacher affirms attendance, teacher celebrates attendance by giving students Attendance REACH certificates, minimal intervention required.
- Yellow Zone/Worrying Attendance (up to 10 days of absence in a term) – Automatically generated email is sent home to caregivers once a student reaches five days of absence. Email encourages caregivers to contact their Year Level Dean for support. An automatic entry is also placed on the student's pastoral record, allowing for Form Teacher conversations.
- Orange Zone/Concerning Attendance (Up to 15 days of absence in a term) – Automatically generated email is sent home to caregivers once a student reaches 10 days of absence. Email notifies caregivers that their child will be added to our in-school service provider management system and that a meeting with a member of the SLT is required to develop an attendance plan. An automatic entry is also placed on the student's pastoral record allowing for further Form Teacher conversations.
- Red Zone/Very Concerning Attendance (15 days or more of absence in a term) – Automatically generated email is sent home to caregivers once a student reaches 15 days of absence. Email notifies caregivers that their child will now be referred to our attendance service provider. An automatic entry is also placed on the student's pastoral record allowing for further Form Teacher conversations.



For students with up to five days absence in a school term

Actions	Who is Responsible	Outcome
Recognition and Celebration: → Acknowledge students with regular attendance through termly "House/Year Level Assemblies". → Acknowledge students with excellent (90% or more) attendance through REACH certificates and Year 9 REACH points. Positive Reinforcement: → Teachers and staff provide verbal praise and encouragement. Whaanau Engagement: → Send positive communication home to whaanau acknowledging their support. → Invite families to celebrate attendance milestones at school events. Monitoring and Feedback: → Track attendance data regularly to ensure students remain on track. → Provide feedback to students on their attendance using KAMAR in Form Time.	Classroom Teachers: → Accurately record and complete rolls within the first 10 minutes of the period. → Provide purposeful and meaningful learning during class. → Acknowledge and encourage good attendance by using the REACH Attendance Certificates and Year 9 Reach points. → Monitor and identify patterns of concerning absences. → Raise attendance concerns with the Form Teacher. → Offer opportunities for students to catch up on any missed work. Admin Staff: → Maintain accurate records and generate weekly attendance reports for SLT. → Coordinate communication with whaanau. → Track daily data and share observations with the Deans Team. → Provide weekly data for Form Class Teachers and Deans. → Contact parents daily for absent students. Record contact on KAMAR when appropriate. Principal: → Ensure alignment with school-wide attendance goals and Ministry requirements. Whaanau / Caregivers: → Support regular attendance through routines and communication with the school.	Visible Recognition: → Termly attendance REACH certificates awarded at House/Year Level assemblies. Positive School Culture: → Students feel proud of their attendance and motivated to maintain it. → Attendance is seen as a shared responsibility between school and whaanau. Improved Engagement: → Students with strong attendance are more engaged in learning and school activities. → Whaanau feel valued and involved in their child's success.



For students with up to 10 days of absence in a school term

Actions	Who is Responsible	Outcome
Early Identification and Monitoring: → Use weekly attendance reports to flag students approaching or exceeding 10 days of absence. - Track patterns (e.g. frequent Mondays/Fridays, illness-related absences). Initial Contact and Check-In: → Form Teacher initiates a WARM Mana Chat with the student. → Form Teacher contacts whaanau to understand reasons for absence and offer support e.g. using School Bridge or giving them the email address for their dean etc. Whaanau Collaboration: → Invite whaanau to participate in planning and support strategies. → Provide resources or referrals to external agencies if needed. Positive Reinforcement: → Recognise improvements in attendance with praise or attendance REACH certificates. → Celebrate progress in Form class, House/Year Level Assemblies.	Classroom Teachers: → Monitor subject attendance and initiate early conversations. If concerned, send referral email to the Form Teacher. → Provide purposeful and meaningful learning during class. → Offer opportunities for students to catch up on any missed work. Form Teacher: → Communicate with students regarding their attendance status. → Monitor and identify patterns of absences. → Refer students to the Year Level Dean. → Follow the Form Teacher Attendance Plan. Admin Staff: → Check data integrity weekly (all rolls marked, no ?) → Generate weekly attendance reports to Form Teachers and a school summary to the SLT. → Record interventions and communications accurately. Principal: → Oversee implementation of attendance strategies. → Ensure consistency and alignment with school policies and Ministry expectations. Whaanau / Caregivers: → Engage in communication and support attendance goals. → Share relevant information that may impact attendance.	Proactive Support: → Students feel noticed and supported before attendance becomes a serious concern. → Staff respond with empathy and support using the Restorative Framework. Improved Attendance: → Absences decrease over time, especially when barriers are addressed. Stronger Relationships: → Trust builds among students, staff, and whaanau. → Students feel safe discussing challenges and asking for help. Data-Driven Decisions: → Attendance data informs targeted interventions. → School leadership can evaluate the effectiveness of strategies and adjust as needed.



For students with up to 15 days of absence in a school term

Actions	Who is Responsible	Outcome
Comprehensive Attendance Review: → Conduct a review of the student's attendance history and identify underlying causes. Formal Meeting with Student and Whaanau: → Schedule a meeting involving the student, whaanau, and key staff to discuss barriers to attendance and co-construct a plan. Individual Attendance Improvement Plan → Create a written plan with clear goals, timelines, and support strategies. → Include learning catch-up, wellbeing support, and attendance targets. Regular Monitoring and Follow-Up: → Weekly check-ins with the student and whaanau to review progress and adjust support. Escalation if Necessary: → This may include formal letters, involvement of Attendance Service, or further agency referrals.	This area is primarily covered by Lead Attendance, with the support of Year Level Deans Admin Staff: → Track attendance data and document interventions. → Ensure accurate reporting to the Ministry and Attendance Service. Deans: → Monitor weekly attendance data. → Support Form Teachers and intervene, following the management attendance plan. → Refer to Attendance Lead for further intervention. → Follow the Management Attendance Plan. → Celebrate good attendance at House/Year Level assemblies. Principal: → Oversee implementation and ensure accountability. → Approve referrals and manage escalations. Whaanau / Caregivers: → Actively participate in meetings and support attendance goals. → Communicate openly about challenges and progress.	Structured Support: → Students have a clear plan and know who is supporting them. → Staff work collaboratively to address barriers and monitor progress. Improved Attendance and Engagement: → Students begin to re-engage with school and attend more consistently. Stronger Whaanau Partnerships: → Whaanau feel heard and are supported, leading to better collaboration. → Trust and communication between home and school are strengthened. Accountability and Escalation Pathways: → Clear documentation and procedures ensure accountability. → Escalation is used appropriately when support efforts are exhausted



For students with 15 or more days of absence in a school term

Actions	Who is Responsible	Outcome
Urgent Case Review: → Conduct an urgent review of the student's attendance history and identify underlying causes Formal Intervention Meeting: → Convene a formal meeting with the student, whaanau, Deputy Principal and relevant support staff. Include external agencies (Attendance Service, Oranga Tamariki, Northern Health School) if appropriate. Comprehensive Re-engagement Plan: → Develop a detailed plan with clear attendance goals, timelines, and wraparound support. This could include flexible learning options (e.g. part-time attendance, online learning). Multi-Agency Collaboration: → Coordinate with external services to address complex needs → Refer to Attendance Services Intensive Monitoring and Support: → Assign a key adult to check in with the student multiple times per week. → Track attendance daily and support as needed. → Document all actions and communications thoroughly on KAMAR.	This area is primarily covered by the SLT with the support of the Attendance Service Provider. Classroom Teachers: → Maintain a welcoming environment and provide differentiated support. Admin Staff: → Maintain accurate records and ensure timely reporting to the Ministry and Attendance Service. → Support communication with whaanau and agencies. Principal: → Oversee the intervention process and ensure accountability. → Authorise flexible learning arrangements and manage legal compliance. Whaanau / Caregivers: → Engage actively in meetings and support the re-engagement plan. → Communicate openly about barriers and progress. External Agencies: → Provide specialist support and resources tailored to the student's needs. → Collaborate with the school to ensure continuity of care.	Intensive, Individualised Support: → Students receive tailored interventions that address both learning and personal challenges. → Staff and agencies work together to provide holistic care. Flexible Learning Pathways: → Students may access part-time attendance, or online learning to support re-engagement. Plans are responsive to student needs and circumstances. Improved Attendance and Wellbeing: → With consistent support, students begin to attend more regularly. → Wellbeing improves as barriers are addressed. Clear Documentation and Accountability: → All actions are recorded to ensure transparency and legal compliance. The school can demonstrate proactive efforts to support the student.



SUPPORTING <First>'s ATTENDANCE EMAIL

Kia ora <Salutation>

Please note, this is an automatically generated e-mail. It has been sent because <First> reached five days of absence during the term, the threshold to be considered regularly attending school. You may have already communicated with the school regarding the justified nature of <First>'s absence, in which case this e-mail is for your information only.

We are writing to inform you that <First> has been absent for <Days> days this term. Regular and consistent attendance is essential for maintaining progress at school. Research shows that even a small number of missed days can significantly affect academic achievement, disrupt learning routines, and reduce overall engagement with school.

As a reminder:

- Holidays during term time are not considered justified by the Ministry of Education, and caregivers are encouraged to avoid planning holidays during the school term.
- If <First> is absent for more than three consecutive days due to medical reasons, a medical certificate is required to justify the absence.

We want to help <First> to attend as much as possible. If you have any questions or concerns about <First>'s attendance, or if there are any circumstances impacting their ability to attend regularly, please contact their Year Level Dean (<DeanTchrNameEmail>).

Ngā mihi,

Mr G. Thornton

Principal



ATTENDANCE CONCERNS FOR <First> EMAIL

Kia ora <Salutation>

Please note, this is an automatically generated e-mail. It has been sent because <First> reached 10 days of absence during the term, the threshold to be considered regularly attending school. You may have already communicated with the school regarding the justified nature of <First> 's absence, in which case this e-mail is for your information only.

I'm writing to follow up regarding <First>'s attendance. To date, <he> has been absent for <Days> days, and as a result, <he> has now fallen into the concerning attendance category. This is having a significant impact on their learning, progress, and participation in class.

Now that <First> has had ten or more days of absence, <he> will be included in our in-school attendance management system for additional monitoring and support.

We understand that there may be genuine reasons for absence, and it is important that we work together to address any barriers that may be affecting <First>'s ability to attend regularly. To support this, we would like to meet with you to develop an Attendance Plan that outlines the steps needed to improve <First>'s attendance and ensure they are at school every day they are able to be.

Please email the Year Level Dean to arrange a meeting time with them within the next week. (<DeanTchrNameEmail>).

Your co-operation is appreciated as we work to support <First>'s learning and well-being.

Ngā mihi nui,

Greg Thornton

Principal



URGENT - ATTENDANCE REQUIREMENTS FOR <First> EMAIL

Kia ora <Salutation>

Please note, this is an automatically generated e-mail. It has been sent because <First> reached 15 days of absence during the term, the threshold to be considered regularly attending school. You may have already communicated with the school regarding the justified nature of <First> 's absence, in which case this e-mail is for your information only.

This letter serves as a formal notice that <First>'s attendance continues to be a serious concern. To date, <he> has been absent for <Days> days this term and as a result <he> has now fallen in the very concerning attendance category. This is despite earlier communication and the support options we have already discussed with you.

Under the Education and Training Act, regular school attendance is a legal requirement. As attendance has not improved, <First> will now be referred to our attendance service provider, and continued non-attendance may also result in further escalation, including referral to the Ministry of Education or other relevant agencies.

We require you to contact the school immediately to address this matter and to work with us to ensure that <First> attends school every day they are able to. Please email their Year Level Dean (<DeanTchrNameEmail>) within the next three school days to arrange a meeting.

Our expectation is that attendance improves without delay. We remain committed to supporting your whānau, but this requires your active engagement.

Ngā mihi nui,

Greg Thornton

Principal