



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.



CAMBRIDGE HIGH SCHOOL

TE KURA TUARUA O TE OKO HOROI
EST 1883

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.

BOARD Attendance Policy

Link MOE attendance codes



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](#)

ATTENDANCE THRESHOLDS & RESPONSES

- Green Zone (5 days or less absent per term of truancy or unjustified absent)
 - Form Teacher affirms attendance, teacher celebrates attendance by giving students Attendance REACH certificates, minimal intervention required.
- Yellow Zone (6-10 days absent per term of truancy or unjustified absent) –
Dean contacts whaanau, may introduce an attendance plan.
- Orange Zone (11-15 days absent per term of truancy or unjustified absent) –
SLT meets with the student and their whaanau. Attendance Plan completed with referral to Attendance services.
- Red Zone (Over 15 days absent per term of truancy or unjustified absent) –
SLT leads intensive intervention. External agencies involved where needed.

ATTENDANCE CODES



For students with 1-5 days absence in a school term

Actions	Who is Responsible	Outcome
<p>Recognition and Celebration:</p> <ul style="list-style-type: none">→ 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. <p>Positive Reinforcement:</p> <ul style="list-style-type: none">→ Teachers and staff provide verbal praise and encouragement.	<p>Classroom Teachers:</p> <ul style="list-style-type: none">→ 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.	<p>Visible Recognition:</p> <ul style="list-style-type: none">→ Termly attendance REACH certificates awarded at House/Year Level assemblies. <p>Positive School Culture:</p> <ul style="list-style-type: none">→ Students feel proud of their attendance and motivated to maintain it.→ Attendance is seen as a shared responsibility between school and whaanau.



<p>Whaanau Engagement:</p> <ul style="list-style-type: none"> → Send positive communication home to whaanau acknowledging their support. → Invite families to celebrate attendance milestones at school events. <p>Monitoring and Feedback:</p> <ul style="list-style-type: none"> → Track attendance data regularly to ensure students remain on track. → Provide feedback to students on their attendance using KAMAR in Form Time. 	<ul style="list-style-type: none"> → Offer opportunities for students to catch up on any missed work. <p>Admin Staff:</p> <ul style="list-style-type: none"> → 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. <p>Principal:</p> <ul style="list-style-type: none"> → Ensure alignment with school-wide attendance goals and Ministry requirements. <p>Whaanau / Caregivers:</p> <ul style="list-style-type: none"> → Support regular attendance through routines and communication with the school. 	<p>Improved Engagement:</p> <ul style="list-style-type: none"> → Students with strong attendance are more engaged in learning and school activities. → Whaanau feel valued and involved in their child's success.
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For students with 6-10 days absence in a school term

For students with 6-10 days absence in a school term		
Actions	Who is Responsible	Outcome
<p>Early Identification and Monitoring:</p> <ul style="list-style-type: none"> → Use weekly attendance reports to flag students approaching or exceeding 10 days of absence. - Track patterns (e.g. frequent Mondays/Fridays, illness-related absences). 	<p>Classroom Teachers:</p> <ul style="list-style-type: none"> → 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. 	<p>Proactive Support:</p> <ul style="list-style-type: none"> → Students feel noticed and supported before attendance becomes a serious concern. → Staff respond with empathy and support using the Restorative Framework.



<p>Initial Contact and Check-In:</p> <ul style="list-style-type: none"> → 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. <p>Whaanau Collaboration:</p> <ul style="list-style-type: none"> → Invite whaanau to participate in planning and support strategies. → Provide resources or referrals to external agencies if needed. <p>Positive Reinforcement:</p> <ul style="list-style-type: none"> → Recognise improvements in attendance with praise or attendance REACH certificates. → Celebrate progress in Form class, House/Year Level Assemblies. 	<p>Form Teacher:</p> <ul style="list-style-type: none"> → 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. <p>Admin Staff:</p> <ul style="list-style-type: none"> → 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. <p>Principal:</p> <ul style="list-style-type: none"> → Oversee implementation of attendance strategies. → Ensure consistency and alignment with school policies and Ministry expectations. <p>Whaanau / Caregivers:</p> <ul style="list-style-type: none"> → Engage in communication and support attendance goals. → Share relevant information that may impact attendance. 	<p>Improved Attendance:</p> <ul style="list-style-type: none"> → Absences decrease over time, especially when barriers are addressed. <p>Stronger Relationships:</p> <ul style="list-style-type: none"> → Trust builds among students, staff, and whaanau. → Students feel safe discussing challenges and asking for help. <p>Data-Driven Decisions:</p> <ul style="list-style-type: none"> → Attendance data informs targeted interventions. → School leadership can evaluate the effectiveness of strategies and adjust as needed.
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For students with 11-15 days absence in a school term

Actions	Who is Responsible	Outcome
Comprehensive Attendance Review:	This area is primarily covered by the Deans.	Structured Support:



- 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.

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 the SLT 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.

- 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 more than 15 days absence in a school term



Actions	Who is Responsible	Outcome
<p>Urgent Case Review:</p> <ul style="list-style-type: none"> → Conduct an urgent review of the student's attendance history and identify underlying causes <p>Formal Intervention Meeting:</p> <ul style="list-style-type: none"> → 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. <p>Comprehensive Re-engagement Plan:</p> <ul style="list-style-type: none"> → 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). <p>Multi-Agency Collaboration:</p> <ul style="list-style-type: none"> → Coordinate with external services to address complex needs → Refer to Attendance Services <p>Intensive Monitoring and Support:</p> <ul style="list-style-type: none"> → 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. 	<p>This area is primarily covered by the SLT.</p> <p>Classroom Teachers:</p> <ul style="list-style-type: none"> → Maintain a welcoming environment and provide differentiated support. <p>Admin Staff:</p> <ul style="list-style-type: none"> → Maintain accurate records and ensure timely reporting to the Ministry and Attendance Service. → Support communication with whaanau and agencies. <p>Principal:</p> <ul style="list-style-type: none"> → Oversee the intervention process and ensure accountability. → Authorise flexible learning arrangements and manage legal compliance. <p>Whaanau / Caregivers:</p> <ul style="list-style-type: none"> → Engage actively in meetings and support the re-engagement plan. → Communicate openly about barriers and progress. <p>External Agencies:</p> <ul style="list-style-type: none"> → Provide specialist support and resources tailored to the student's needs. → Collaborate with the school to ensure continuity of care. 	<p>Intensive, Individualised Support:</p> <ul style="list-style-type: none"> → Students receive tailored interventions that address both learning and personal challenges. → Staff and agencies work together to provide holistic care. <p>Flexible Learning Pathways:</p> <ul style="list-style-type: none"> → Students may access part-time attendance, or online learning to support re-engagement. Plans are responsive to student needs and circumstances. <p>Improved Attendance and Wellbeing:</p> <ul style="list-style-type: none"> → With consistent support, students begin to attend more regularly. → Wellbeing improves as barriers are addressed. <p>Clear Documentation and Accountability:</p> <ul style="list-style-type: none"> → All actions are recorded to ensure transparency and legal compliance. The school can demonstrate proactive efforts to support the student.