



Chanel College Attendance Management Plan

Strategic Priorities

As a Catholic school in Aotearoa, we recognise that regular attendance is essential for students to achieve their God-given potential and to fully participate in the life of our faith-based community. Our goals reflect the national target that 80% of students will be regularly attending school by 2030.

Our current regular attendance rate is 47%, with a target of improving this to 80% by the end of 2026. This plan emphasises pastoral, relational, and mana-enhancing approaches, consistent with our Catholic and bicultural commitments, and does not use punitive measures for attendance.

Board responsibilities

The Chanel College Board will take all reasonable steps to ensure students attend school when it is open for instruction by:

- Upholding a pastoral, non-punitive philosophy toward attendance aligned with Catholic social teaching.
- Ensuring processes and procedures support a Stepped Attendance Response (STAR) using data-based thresholds.
- Ensuring accurate recording of attendance and timely responses to concerns.
- Monitoring attendance patterns and identifying emerging barriers for students and whānau.
- Ensuring this plan is reviewed regularly and published on the school website.
- Supporting equitable access to education, addressing systemic or practical barriers affecting attendance.

Principal responsibilities

Procedures/supporting documentation

The principal is responsible for:

- Implementing the STAR framework aligned with national thresholds.
- Ensuring all absences are investigated, responded to, and recorded.

- Ensuring students, staff, parents, and whānau understand attendance expectations and supports.
- Ensuring interventions are relational, strengths-based, and mana-enhancing.
- Reporting termly to the Board on attendance trends, barriers, and intervention outcomes.

Insert here or link supporting procedures including your stepped attendance responses and any associated policies and procedures. Attach them or link them to this document.

[Attendance Management Procedure - Stepped Attendance Response](#)

Monitoring

The principal will maintain oversight of daily attendance data.

The Board will receive termly attendance reporting, including insights from the “*Everyday Matters*” termly reports

Evaluation of attendance interventions will occur each term.

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: 2nd Dec 2025

Next review:

Attendance Management Procedure- Stepped Attendance Response

We recognise that regular, engaged attendance supports students to grow academically, spiritually, socially, and emotionally. As a Catholic school, we approach attendance challenges with compassion, dignity, and partnership. Our goal is to remove barriers, strengthen relationships, and support students back into regular attendance.

Parent/Whanau responsibilities:

Parents and caregivers are expected to:

- Ensure students attend every day they are able.
- Communicate absences promptly and openly via the school answer machine, emails, kamar notifications or contacting the Atawhai teacher.
- Reinforce positive attendance habits.
- Work in partnership with the school when attendance concerns arise.
- Engage in hui, meetings, or plans designed to support their child.

School responsibilities

Chanel College will:

- Provide clear communication about attendance expectations via our school social media platforms and school pānui.
- Contact parents promptly regarding unexplained absences.
- Provide regular updates on student attendance through the weekly Parot reports, access to the kamar portal and communication with whanau.
- Offer pastoral, academic, and practical supports tailored to individual needs.
- Collaborate with external agencies where necessary.
- Ensure that all responses uphold the dignity of the student.

School Procedures

- Attendance is marked by the Atawhai teacher each morning and then classroom attendance will be recorded by the classroom teacher each period using the correct code.
- Office staff will check the answering machine, kamar and emails for any absence notifications and note these on kamar. Atawhai teachers will also add any known absence information to kamar.

- By 10am daily, any unexplained absences will result in home being contacted to clarify the reason for an absence.
- Atawhai teachers will address barriers to attendance including uniform, kai, transport etc, by referring to the appropriate supports.
- Atawhai teachers and Heads of House will track attendance, monitor patterns and follow up concerns.
- All attendance actions will be entered on kamar.
- The Pastoral & Guidance team will meet fortnightly to discuss attendance matters and develop action plans.

[*Stepped Attendance Response Plan.pdf*](#)