

Otamatea High School Attendance Management Plan 2026

Our Vision and Government Target

Regular school attendance is foundational to ensuring every student is present to receive the learning, guidance, and support needed to shape their future and achieve their potential. Consistent attendance enables students to build strong academic foundations and develop essential social skills.

National Attendance Target

The government has set a national goal for 80% of students to attend school at least 90% of the time. For Otamatea High School students, this means being absent for no more than one day per fortnight is critical for sustained academic and personal success.

Baseline Data and Annual Targets-Term 4 Attendance 2025 (Data from Every Day Matters)

Attendance Category	Definition (Approx. Days Absent)	All Students
Regular/Good Attendance	Attending 90% of the time	42%
Worrying/Irregular Attendance	Attending 80% to < 90	28%
Concerning/Moderate Attendance	Attending 70% to < 80	13%
Very Concerning/Chronic	Attending 70% of the time	16%

Focus for Improvement

The most significant opportunity for improvement lies in shifting students from the **Worrying/Irregular Attendance** category (%) into the **Regular/Good Attendance** category.

Annual Target: All Students (End of 2026)

Current Status	Target Shift	Goal (End of 2026)	Rationale
Regular/Good:	10%	52%	Setting an aspirational target to move an additional 10% of students to meet the 90% national target by 2030.
Worrying/Irregular	10%	18%	

Annual Target: Māori Students (End of 2026)

Current Status	Target Shift	Goal (End of 2026)	Rationale
Regular/Good: %	21%	52%	This is a strong aspirational goal to significantly reduce the current attendance inequity for our Māori learners. Moving % of Māori students from Worrying to Regular will align their success trajectory with the All Students target and put them on track for the 80% national target by 2030.
Worrying/Irregular: %	13%	18%	

Objectives
<ul style="list-style-type: none"> · Ensure at least 80% of students regularly attend school - attendance rate of 90% or above. · Identify and support students at risk of chronic absenteeism · Build strong relationships with Whanau, Iwi and community agencies to address barriers to regular attendance · Ensure accurate and timely attendance recording and follow up.

Less the 5 days absence in one term	
Caregiver responsibilities	School responsibilities
<ul style="list-style-type: none"> · Notify the school ASAP and provide a reason student absence · Ensure student regularly attends school 	<ul style="list-style-type: none"> · Accurately record reasons for absence (Attendance Officer) · Notify caregivers of any unexplained absence (Attendance Officer) ASAP · Regularly acknowledge students with attendance over 90% (Dean)

5-9 days absence in one term	
Caregiver responsibilities	School responsibilities
<ul style="list-style-type: none"> · Ensure student regularly attends school · Attend meeting with Year Level Dean 	<ul style="list-style-type: none"> · Notify caregivers student is not attending school regularly (Attendance Officer) · Dean to discuss with Caregivers · Meet with student and monitor (dean)

10-14 days absence in one term	
Caregiver responsibilities	School responsibilities
<ul style="list-style-type: none"> · Ensure student regularly attends school · Attend meetings with Year Level Dean · Actively engage with school to address attendance concerns 	<ul style="list-style-type: none"> · Formal notification caregivers of attendance concerns (Attendance Officer) · Identify reasons for absence (Dean) · Meet with caregivers (Dean) · Put a support plan in place and monitor (Dean in school attendance support) · referrals for in school support where required (Dean) · Contact outside agencies for additional support (Dean) · Truancy service referral (attendance officer, Dean)

15 + days absence in one term	
Caregiver responsibilities	School responsibilities
<ul style="list-style-type: none"> · Ensure student regularly attends school · Attend meetings with school · Actively engage with attendance improvement plan 	<ul style="list-style-type: none"> · Formal notification caregivers of attendance concerns (Attendance Officer, DP) · Monitor attendance and regularly meet with student (Dean, DP) · Caregiver meeting (DP, Dean, in school attendance) · NETS referral (Attendance Officer DP)