



Kahikatea Kirkwood
Intermediate School

Attendance Management Plan

Approval:	<i>Kahikatea Kirkwood Board of Trustees</i>	Published on:	<i>kirkwood.school.nz</i>
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Overarching attendance objectives and strategic priorities

Kahikatea Kirkwood Intermediate School

Kahikatea Kirkwood Intermediate School recognises that regular attendance is vital to student success.

Students who attend school regularly are more likely to experience a sense of belonging, participate and contribute, foster positive relationships, build self-management skills and make academic progress. Kahikatea Kirkwood is committed to working with students and whānau to support regular attendance.

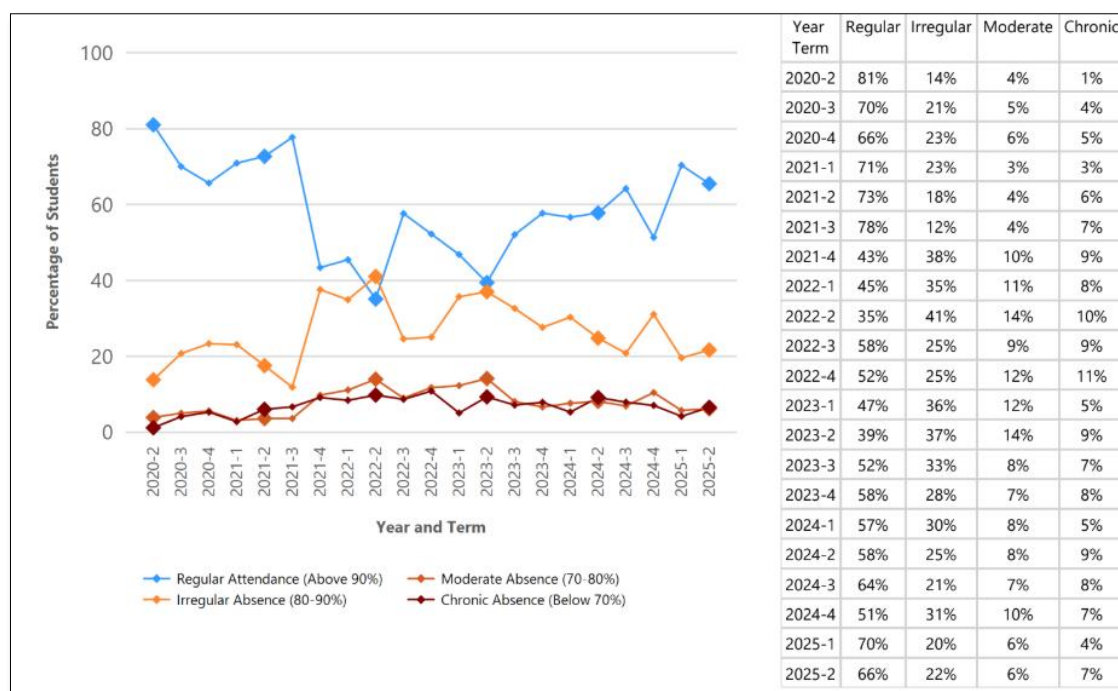
The Kahikatea Kirkwood Strategic Plan (available on our website) includes information around attendance and mahi towards the Kahikatea Kirkwood attendance target below.

Kahikatea Kirkwood Intermediate School has an attendance target of 80% of students attending school 90% of the term by the end of 2026.

Ministry of Education (MOE) Guidance

The Ministry of Education has set an attendance target for 80% of students to be present for more than 90% of the term by 2030.

Below is the most recent Attendance Data for Kahikatea Kirkwood Intermediate School (provided by the MOE July 2025)



Attendance Requirements (Education and Training Act 2020)

- Students are legally required to attend school whenever it is open. School Boards must take all reasonable measures to ensure students are present during school hours (Section 36).
- Parents or guardians may be committing an offence if their child, while enrolled, fails to attend school as required (Section 244).
- It is the responsibility of parents and caregivers to ensure their child attends school regularly. They should understand the importance of attendance, the legal requirements, and be aware of how frequently their child is attending.
- Schools are also responsible for promoting and maintaining student attendance. This policy outlines the strategies used to encourage, monitor, follow up on, and review attendance.
- The Ministry of Education defines “regular attendance” as being present at least 90% of the time, to avoid negatively impacting learning. Over a 40-week school year, this equates to no more than four weeks of absence during term time.
- The Government has set a goal for 80% of students to achieve at least 90% attendance each term by the year 2030.

Attendance Policy

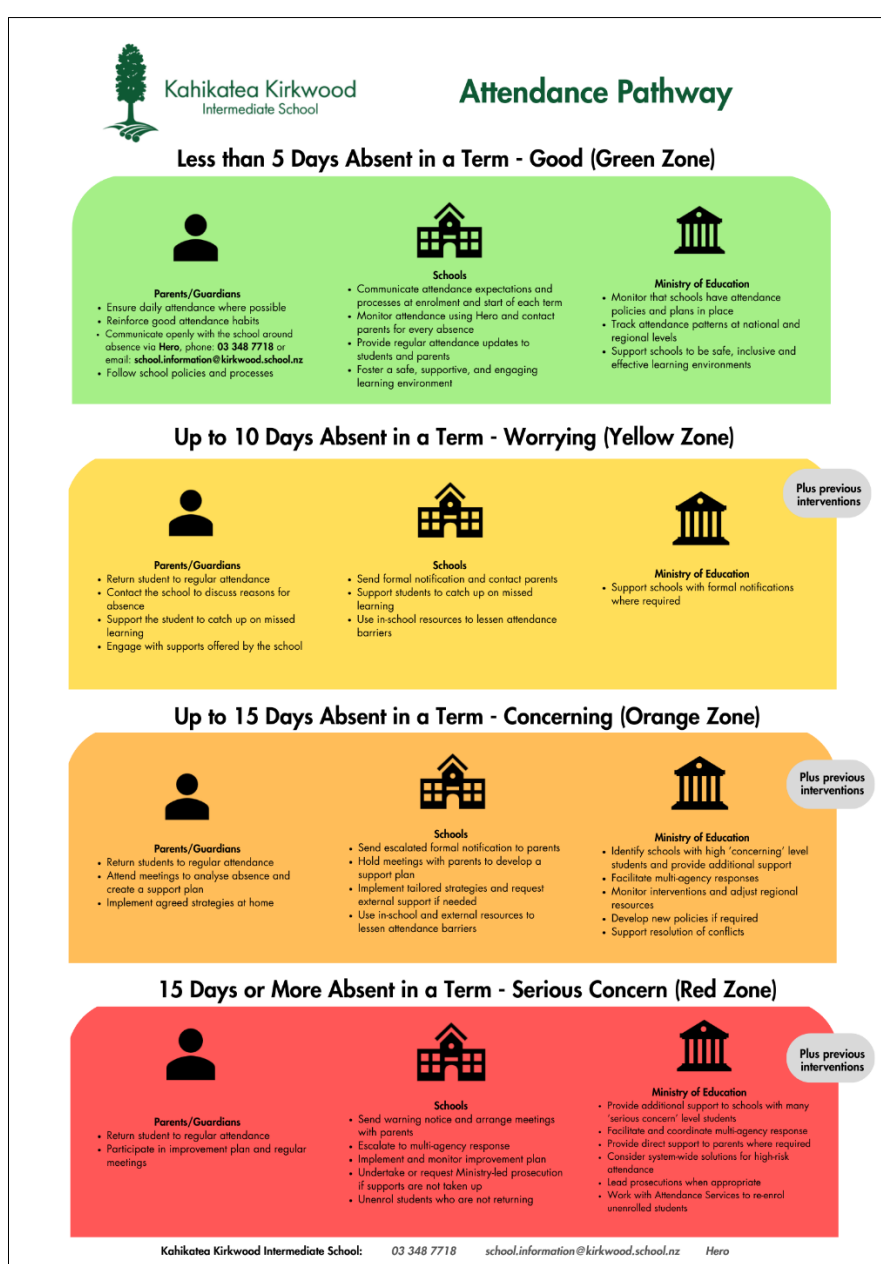
Expectations for whānau, students, and staff in relation to student attendance are laid out in the Attendance Pathway below. This pathway is guided by the MOE Stepped Attendance Response (STAR).

Further attendance procedures are outlined on the school docs website linked below.

- [General Attendance Procedures](#)
- [Student Attendance Procedures](#)
- [International Learner Attendance Procedures](#)

Attendance Pathway

The Attendance Pathway is available on our website along with this Attendance Management Plan. The Attendance Pathway is shared with parents during enrolment and in newsletters.



Identifying and Responding

Student Absences

- Absence and Attendance is recorded using Hero. Attendance data is always available to whānau via the Hero app. Attendance information is shared during parent interviews and via formal reports.
- Student absences: Whānau contact the school if students are absent. Reasons provided by whānau are recorded on Hero by parents or Office Staff and coded according to MOE guidelines. Whānau are alerted regarding unexplained absences. Absence data is summarised regularly for Senior Staff. Attendance summary information is monitored and discussed at Pastoral Care Hui and Team Hui.
- Students are identified as working within attendance zones. As students move into the Worrying, Concerning and Serious Concern Zones, staff work with whānau and students to identify barriers to attendance and work to overcome these barriers.

The Attendance zones are:

- Good (Green Zone) Less than 5 Days Absent in a Term
- Worrying (Yellow Zone) Up to 10 Days Absent in a Term
- Concerning (Orange Zone) Up to 15 Days Absent in a Term
- Serious Concern (Red Zone) 15 Days of More Absent in a Term
- Attendance investigation, monitoring, recording and responding will be overseen by the teacher in charge of Attendance and further overseen by the Principal.

Attendance Causes, Barriers and Solutions

Kahikatea Kirkwood attendance supports may include:

- Increased communication between home and school regarding attendance (including emails, phone calls, hui) to identify attendance causes, barriers and possible solutions. An individual attendance plan may be co-constructed.
- Consideration of learning, emotional or social support opportunities or possible adaption of learning environments as needed
- Support (for students and/or whānau) provided by Senior Staff, SENCo, School Counsellor, Office Staff, Teachers, Teacher Aids, Students and/or Youth Workers
- Support with material hardship, such as uniform (Second hand uniform), stationery and lunches (Full Bellies and Breakfast Club)

Multi-agency attendance supports may include:

- Attendance referral agencies (Barnardo's)
- Southern Regional Health School
- Resource Teachers of Learning and Behaviour (RTLb)
- Ministry of Education (MOE)
- Mana Ake

- Oranga Tamariki (OT)
- Child Adolescent and Family (CAF)
- Mental Health Services
- Te Kura
- Public Health Nurse
- School Community Police Officers
- Fast Track Programme

Monitoring and Measuring Progress

A Report on Attendance will go to the Board of Trustees for review in Term 4 2026. This report will investigate progress around attendance against attendance goals and will also consider the suitability of the Kahikatea Attendance Management Plan, the Attendance Pathway and Attendance procedures.