



# Chertsey School Attendance Management Plan 2026

## Purpose

This plan outlines how Chertsey School promotes regular attendance, monitors patterns of absence, and responds early when attendance concerns arise. Regular attendance is essential for student learning, wellbeing, and engagement in school life.

## Introduction

Chertsey School is committed to ensuring all tamariki attend school regularly so they can fully participate in learning and school life. Regular attendance supports academic success, wellbeing, and strong connections with peers and staff.

Over the past year the school has made positive progress in improving attendance. Previously, regular attendance sat at approximately 80%, and through strengthened expectations, communication with whānau, and supportive interventions, attendance patterns have improved. As a small rural school we work closely with families to remove barriers to attendance while maintaining clear expectations that school is for everyday learning.

This attendance plan outlines our goals, monitoring processes, and the steps we will take to support students and whānau while responding promptly when attendance begins to decline.

## Attendance Response Process

1. Attendance is monitored daily, with unexplained absences followed up promptly with parents or caregivers.
2. If a student has three consecutive absences or a pattern of unexplained absences, the school will contact whānau to check on the student's wellbeing and offer support where needed.
3. If a student's attendance drops below 80% within a school term, a formal attendance notice will be sent to parents or caregivers outlining concerns and expectations for improvement.
4. The school may meet with whānau to discuss barriers to attendance and develop an individual attendance support plan.
5. If a student has missed 15 days of school within a term, the student will be referred to Youth Advocate Attendance Services at Safer Mid Canterbury for additional support.

## Goal 1: Lift Regular Attendance to 95%+

Strategic Goal: Increase the percentage of students attending regularly (90%+ attendance) to 95% or higher by Term 4.

Key Actions:

- Monthly attendance tracking and reporting to the Board.
- Clear attendance expectations shared with all families at the beginning of the school year.
- Early intervention after three consecutive unexplained absences.
- Clear communication to whānau that school is for everyday learning.
- Termly celebration of attendance including class and individual recognition.

## Goal 2: Reduce Chronic Absence

Strategic Goal: Reduce the number of students attending less than 80% of the time by 50% by the end of the year.

Key Actions:

- Students whose attendance falls **below 80% within a term will receive a formal first attendance notice** sent to parents/caregivers.
- **Students who have missed 15 days of school within a term will be referred to Youth Advocate Attendance Services at Safer Mid Canterbury** for further support and intervention.
- Attendance concerns will continue to be monitored and discussed with whānau to identify and remove barriers to regular attendance.

## Goal 3: Strengthen Whānau Partnership and Positive Attendance Culture

Strategic Goal: Strengthen school-whānau partnerships so that attendance is understood as a shared responsibility.

Measured By:

- All families receiving clear attendance expectations in writing.
- Attendance messaging included regularly in school newsletters.
- Termly attendance celebration assemblies.
- Student voice gathered mid-year on why coming to school matters.

## Closing Statement

Chertsey School believes that regular attendance is essential for learning, wellbeing, and strong connections within our school community. By working together with whānau and responding early when attendance concerns arise, we aim to ensure every student has the opportunity to fully participate in learning and succeed as a Chertsey Champ.

## Governance and Review

This plan will be reviewed regularly by the principal and reported to the Board through attendance updates. Where concerns persist despite school intervention, the school will

follow national attendance guidelines and work in partnership with external attendance services and relevant agencies to support improved attendance outcomes for students. The school will continue to work in accordance with Ministry of Education attendance expectations and legislative requirements relating to compulsory school attendance.