



KARORI NORMAL SCHOOL

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Attendance Management Plan

Approval:	November 2025	Published on:	School Website
Effective date:	Term 1 2026	Review date:	Term 3 2026 (<i>in line with SchoolDocs Attendance documents</i>)

Overarching attendance objectives and strategic priorities

Rationale: Karori Normal School acknowledges that regular school attendance is directly linked to student academic achievement and overall wellbeing. Regular attendance builds strong learning foundations, positive relationships with the school, teachers and peers and helps students establish self management habits that will assist them in adulthood and the world of work.

The Attendance Management Plan set out below sits within Karori Normal School's Student Attendance Policy and Attendance Procedures (– Username: kns Password: donaldst), which outline how the school records and monitors student attendance.

The Attendance Management Plan elaborates on how Karori Normal School identifies patterns of absence (as distinguished from isolated events such a significant sickness, surgery or a graduated transition, for example) and takes action to address these in partnership with whānau and, as required, with other appropriate support agencies. This plan is developed to respond to the unique context of the Karori Normal School community.

Karori Normal School's attendance data:.

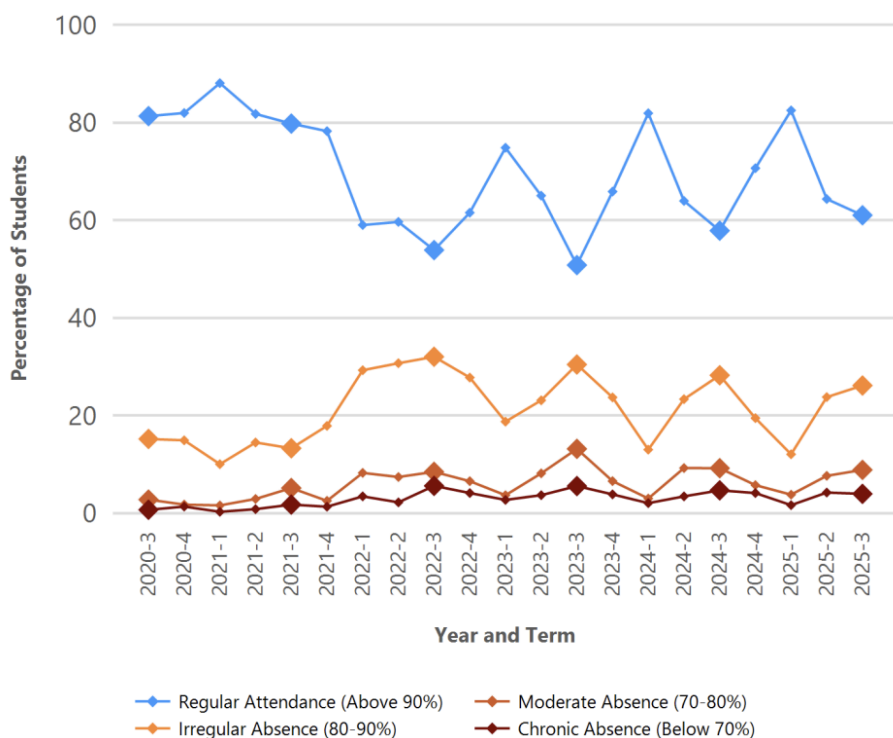
Year	2024					2025				
	1	2	3	4	Ave	1	2	3	4	Ave
Percentage of students attending for more than 90% of the term	82	64	58	71	68.75	82	64	61	74	69



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How have your student attendance categories changed over time?



Year Term	Regular	Irregular	Moderate	Chronic
2020-3	81%	15%	3%	1%
2020-4	82%	15%	2%	1%
2021-1	88%	10%	2%	0%
2021-2	82%	14%	3%	1%
2021-3	80%	13%	5%	2%
2021-4	78%	18%	3%	1%
2022-1	59%	29%	8%	3%
2022-2	60%	31%	7%	2%
2022-3	54%	32%	8%	6%
2022-4	62%	28%	7%	4%
2023-1	75%	19%	4%	3%
2023-2	65%	23%	8%	4%
2023-3	51%	30%	13%	6%
2023-4	66%	24%	7%	4%
2024-1	82%	13%	3%	2%
2024-2	64%	23%	9%	3%
2024-3	58%	28%	9%	5%
2024-4	71%	19%	6%	4%
2025-1	82%	12%	4%	2%
2025-2	64%	24%	8%	4%
2025-3	61%	26%	9%	4%

Karori Normal School sets an annual target for student attendance which is included in the Strategic & Annual Plan.

For 2026 the target is:

An average (across four terms) of 75% of students present for 90% or more of the year.

This aligns with the Ministry of Education National Target of 80% of students attending for more than 90% of the term by 2030.



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Setting and Reinforcing Attendance Expectations:

Attendance expectations are communicated with ALL families in the following ways:

1. Attendance expectations – regular attendance for more than 90% of the term (less than 5 days absence) are shared at enrolment and termly reminders are included in the school newsletter.
2. Attendance patterns (including reasons – for example an increase in holidays in term time) and lateness information is shared periodically in newsletters when patterns are noted.
3. The family of any student whose overall attendance is below 90% receives a letter (at the minimum) at mid year (end Term 2) and end of year (end Term 4) three way conferences outlining:
 - Their child’s attendance record – as per the SMS
 - The school policy on attendance
 - Parental responsibilities in regard to attendance
 - The long term impacts of regular absenteeism
4. All students attendance is shared via Hero.

Identifying Patterns of Absence & Following Up:

Karori Normal School is focused on:

- Understanding the barriers to attendance to inform the appropriate course of action
- Supporting our many ELL, migrant families and culturally diverse families to maintain close ties with their families and cultures
- Supporting our increasing numbers of neurodiverse learners to have the most successful transition to school

The Leadership Team conducts a termly analysis of the Every Day Matters Attendance report to identify patterns or attendance concerns that require following up.

This (anonymised) analysis is shared at the first Board meeting of the following term.



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Analysis Process:

1. The attendance analysis aspect on Hero is analysed each week. Any children who are flagged as having unexplained absences are analysed and addressed. If recurring - meeting with whānau to see what supports are required to assist in getting their child to school.
2. Hub leaders (pastoral care) are alerted to the classroom teacher, and tracked.
3. Comments are included elaborating on the reason for the absences, either from Hero notifications, conversations with the teacher, office or leadership team member. Where unexplained absences are frequent, and communications with the whānau are not seeing improvement, the truancy team are notified for further support.

Break down of follow up process:

Initial conversation with family by whānau teacher – pattern of absence noted, barriers to attendance, support required to improve attendance?

If no improvement:

Phone call / conversation with Hub Coach/DP (member of the leadership team) to discuss barriers to attendance and possible supports.

If no improvement:

School Leadership invites whanau to a meeting to develop [Individual Attendance Plan](#) (IAP), this may include engaging external support agencies. A review date is set at this meeting.

If no response from whānau or attendance remains at less than 80% for a subsequent term:

Referred to Te Piki Te Mauri Attendance Services.

A record of the Attendance Service response is kept on file.



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Monitoring and measuring progress

Review:

- Karori Normal School will review the Attendance Management Plan in line with the SchoolDocs review schedule for the Student Attendance Policy and Attendance Procedures. Any required amendments will be made following this review.
- Assurances will continue to be made to the Board through termly reporting of the leadership team's analysis of the termly Every Day Matters attendance report, including instances of when the school is following up on attendance with a family.
- Tracking of attendance will continue on a termly basis to monitor improvement to Karori Normal School's attendance picture over time.