



Orini Combined School

Attendance Management Plan

Approval:	Date: 8 October 2025		School board signature:	Signed: 
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Overarching Attendance Objectives and Strategic Priorities

At Orini Combined School, our attendance procedures ensure students are accounted for during school hours and activities as well as emergency events. This allows school staff to identify and respond to student attendance concerns. We recognise the importance of regular attendance to support student welfare and help students achieve their educational potential.

The ministry of education has an expectation that students should attend school at least 90% of the time. At OCS we have a target to increase the number of students in this 90 percentile bracket by 10% by 12th December 2025. This is a target moving from 51% (2024 December data) to 61% by 12 December 2025. This target equates to students having no more than 5 days absence a term. Our plan is to put measures in place where the parents, students and school work together to support an increase in student attendance to benefit welfare and educational achievement potential.

Attendance Policy

As required by the Education and Training Act 2020 (s 35), students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and the Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at Orini Combined School attend school when it is open (Education and Training Act, s 36).

Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s 244). We expect parents/guardians to:

- notify the school as soon as possible if their child is going to be late or absent
- arrange appointments and trips outside school hours or during school holidays where possible
- work with the school to manage attendance concerns.

Link to OCS student attendance and procedures can be found on our school website under our place, our policies.

Attendance Management Procedures

Orini Combined School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with students and their parents/caregivers, and staff are responsible for reminding students of these expectations.

Recording attendance

We record attendance accurately to ensure all students are accounted for, including for emergency situations. The school provides attendance data to the Ministry of Education each day, as required by the Education and Training Act 2020 and Education (School Attendance) Regulations 2024. We monitor absence patterns using our student management system and notify parents/caregivers of any concerns.

Classroom teachers, learning support staff, and office staff work together to ensure attendance is recorded correctly. Relievers, itinerant teachers, and specialist teachers provide attendance information as necessary to the relevant teacher, or directly to the school office.

We record students as present or absent using Ministry of Education attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday or other unsatisfactory reason), and we record this in our attendance register.

The school office receives attendance information from classroom teachers and/or relievers, itinerant, or specialist teachers, and is responsible for checking and updating attendance information (e.g. due to students arriving late or going home early). Office staff follow up absences, monitor for changes or trends in student attendance, and coordinate with relevant staff as needed.

Staff are encouraged to report any attendance concerns to the principal.

The Ministry of Education collects attendance data from the school, including:

- the proportion of students who **attend regularly**
- students with five or more full days of absence in a term
- absences remaining unexplained at the end of each week.

OCS follows an Individual [Student Response to Absence Threshold](#) process to best support regular attendance for students at OCS.

Monitoring and Measuring Progress

Orini Combined School takes all reasonable steps to ensure students attend school while it is open, including following up unexplained absences.

Our follow-up actions may include:

- analysing attendance data for patterns of absence
- contacting parents/caregivers to outline attendance expectations
- meeting with students and their parents/caregivers to discuss strategies for improving attendance.
- discussing school programmes with relevant staff to better meet the needs of students at risk of disengagement.

OCS Principal and Office Administrator will regularly review attendance monitoring procedures to ensure that the plan and procedures are effective in supporting growth in regular attendance. They will meet regularly to discuss actions and monitor effectiveness and update processes as required to maximise effectiveness. The Principal will share to the board regularly at board meetings on effectiveness and actions related to current attendance processes to provide assurance around measures in place.