

De La Salle College

Attendance Management Plan (AMP)

Effective from: Term 1, 2026

1. Introduction and Purpose

De La Salle College is committed to ensuring that every student attends school regularly and punctually. Consistent attendance is essential to learning, achievement, and personal growth. This Attendance Management Plan (AMP) outlines the systems and procedures that the College will use to monitor, promote, and support student attendance.

This plan aligns with the **Education and Training Act 2020** and the **Ministry of Education Attendance and Engagement Guidelines (2024)** and is a requirement for all state and state-integrated schools from **Term 1, 2026**.

2. School Vision for Attendance

At De La Salle College, we believe:

“Attendance is every student’s first step toward achievement.”

We aim to create a school culture where attendance is valued by students, families, and staff as a shared responsibility and an essential component of student success and wellbeing.

3. Attendance Targets for 2026

Category	Target
Whole School	90% of students attend school 90% or more of the time
Year 7–10 Students	Reduce chronic absence (<80%) by 10%
Year 11–13 Students	Increase regular attendance (90%+) by 8%
Māori & Pasifika Students	Attendance parity with the school-wide average by Term 4, 2026

Progress will be monitored each term and reported to the Board of Trustees.

4. Key Objectives and Strategic Goals

1. **Early Identification:** Detect attendance issues promptly through daily monitoring.
 2. **Targeted Intervention:** Implement graduated responses to address absences.
 3. **Barrier Reduction:** Identify and address underlying causes of non-attendance.
 4. **Community Partnership:** Strengthen communication with parents and whānau to support attendance.
 5. **Positive Culture:** Promote attendance through recognition, encouragement, and consistent follow-up.
 6. **Accountability:** Maintain accurate and auditable attendance records.
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5. Board Commitment Statement

The De La Salle College Board of Trustees commits to:

- Investigate and respond to all unexplained or concerning absences.
- Ensure consistent implementation of this Attendance Management Plan.

- Record and audit all actions taken in response to attendance issues.
- Review attendance data regularly to inform planning and resource allocation.
- Support staff and families in overcoming attendance barriers.

6. Attendance Processes and Responsibilities

Daily Attendance Procedures

- Teachers record attendance **period-by-period** using the school management system (KAMAR).
 - Students arriving late are marked “**L**” (**Late**).
 - Parents and caregivers are encouraged to contact the College by **9:00 AM** to report absences.
 - **Unexplained absences** are followed up by the **Attendance Officer** by **Day 2**.
 - Attendance notes or email confirmations are processed and recorded by the Attendance Officer.
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Attendance Escalation Process

Stage	Threshold / Trigger	Action	Responsible
1. Early Monitoring	2–3 unexplained absences	Phone call or text to parent/caregiver	Attendance Officer / Dean
2. Emerging Pattern	5 unjustified absences or developing pattern	Dean contacts home; reason verified	Dean
3. Ongoing Concern	10+ days unjustified in a term	Family meeting; pastoral or social worker involvement	Dean / Community Liaison
4. Chronic Concern	15+ days unjustified	Deputy Principal meets family; intervention plan developed	Dean / DP Pastoral Care

Stage	Threshold / Trigger	Action	Responsible
5. Truancy Referral	20 consecutive days absent or unresolved pattern	Case referred to Truancy Service	Attendance Officer / DP

7. Attendance Thresholds and Responses

Attendance Rate	Category	School Response
90–100%	Regular Attendance	Recognised through certificates, assemblies, and reports.
80–89%	Cause for Concern	Dean contacts family; barriers explored and support offered.
70–79%	At Risk	Attendance plan developed; referral to Pastoral or Guidance team.
Below 70%	Chronic Absence	Referral to external agencies (Attendance Services, SWiS); formal attendance agreement implemented.

8. Addressing Barriers to Attendance

The College recognises that attendance barriers can be complex and multifaceted. Strategies to address these include:

Barrier	Possible Response / Support
Health or medical	Referral to school nurse or GP; flexible catch-up arrangements.
Family or social challenges	Support from Community Liaison or Social Worker in Schools (SWiS).
Transport issues	Liaison with local transport providers or assistance through pastoral funds.
Anxiety or disengagement	Counselling or tailored re-engagement plan.
Cultural or communication barriers	Culturally responsive engagement; translation support for families.

All actions are recorded in KAMAR by the responsible staff member.

9. Monitoring and Evaluation

- **Weekly:** Attendance summaries reviewed by Deans and Deputy Principal.
- **Termly:**
 - Attendance data analysed by year level, ethnicity, and category.
 - Reports presented at Senior Leadership and Board meetings.
- **Annually:**
 - Attendance trends and intervention outcomes reviewed.
 - AMP revised as needed to ensure continued improvement.

Success will be measured by improvements against the attendance targets in Section 3.

10. Review and Reporting

- This plan will be **reviewed annually** in **Term 4** by the Deputy Principal (Pastoral Care) in consultation with Deans and the Attendance Officer.
 - A summary of outcomes and recommended updates will be presented to the **Board of Trustees** for approval.
 - The reviewed plan will be re-published on the school website.
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11. Communication and Publication

The College will ensure that:

- The AMP is **published online** by Term 1, 2026.
- Key attendance expectations are shared with students, parents, and staff via:
 - School website and newsletters
 - Assemblies and homeroom discussions

- Parent meetings and enrolment interviews
 - Attendance performance is reported to the school community annually.
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12. Related Documents

- **De La Salle College Attendance Policy**
 - **Education and Training Act 2020**
 - **Ministry of Education Attendance and Engagement Guidelines (2024)**
 - **De La Salle College Pastoral Care Framework**
 - **Truancy Service Agreement**
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