

Te Kura Tuarua o
Raahui Pookeka



Huntly College
**ATTENDANCE
HANDBOOK**
March 2026



Our Vision

Akiaki te tii o te tangata - Nurture the indescribable light within

Our Mission Statement

We attend, we achieve, we know who we are - ready for our future

Our Values

Rangatiratanga To lead ourselves to be successful in whatever we do	Kaitiakitanga Respecting ourselves, our kura, and our people
Manaakitanga Showing respect, kindness, and care for others	Whanaungatanga Working together to build positive relationships

Contents

1. Rationale
2. Roles and Responsibilities
3. Attendance flow diagram
4. Attendance codes
5. Attendance Management Plan

Rationale

At Huntly College, 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.

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 Huntly College attend school when it is open (Education and Training Acts 36).

Huntly College records and monitors attendance using set attendance procedures. We have annual targets for student attendance, and work with students, parents and caregivers, staff, and external agencies where necessary to improve our levels of student attendance. We share our attendance information with the Ministry of Education, which ensures we receive correct funding and staffing entitlements. We keep our attendance registers for seven years from the date of last entry.

Whaanau and student responsibilities:

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

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

We share attendance expectations with students and their parents/guardians and caregivers, and require students to be present and attend classes on time.

Parents/Guardians may ask for their child to be excused from certain areas of the curriculum for religious or cultural reasons. The principal reviews these requests and considers the preferences of the student. The school provides supervision for any students who do not participate in certain areas of the curriculum.

School hours and supervision:

Huntly College staff comply with our schedule and release students at set times that are 8.55 am to 3.15pm.

For information about supervision outside of school hours, see **Before and After School Supervision**.

Students are not allowed to leave school grounds during school hours unless;

1. Permission is requested by whaanau and given by the school. Whaanau must contact the school if their child needs to leave school during school hours. The student must then sign out at the student office.
2. Students have permission to go to the Bridge Street shops during break times only

If a student is unwell or injured at school or a school-related activity and needs to be taken elsewhere (e.g. home or a medical facility), we follow our procedures for **Managing Injuries and Illness**

2026 Term by Term Attendance Goals

Term	Regular (90%+)	Irregular (80–90%)	Moderate (70–80%)	Chronic (<70%)
Term 1	45%	30%	15%	10%
Term 2	50%	25%	15%	10%
Term 3	60%	25%	10%	5%
Term 4	65%	20%	10%	5%

Roles and Responsibilities

Students	Expected to attend every day, arrive on time, and remain on-site during the school day.
Whaanau and Caregivers	Ensure students attend and inform the school of absences on the day.
Module Teachers	<ul style="list-style-type: none"> ● Mark attendance accurately at the beginning of the lesson. ● Engage students in fulfilling purposeful learning. ● Provide opportunities for students to make up for missed work. Acknowledge good attendance. ● Identify concerning patterns of absence. ● Discuss concerns with Puna Ako teacher at weekly attendance hui.
Puna Ako Teacher	<ul style="list-style-type: none"> ● Mark attendance accurately at the beginning of the day ● Communicate with students about their attendance ● Observe patterns and report to Whaanau Leader.
Whaanau Leader	<ul style="list-style-type: none"> ● Monitor weekly attendance data ● Support mentors ● Intervene when attendance patterns emerge ● Celebrate good attendance at full school assemblies
Senior Leadership	<ul style="list-style-type: none"> ● Lead the attendance strategy ● Support interventions ● Oversee referrals to external agencies.
Attendance & Wellbeing Support	<ul style="list-style-type: none"> ● Track daily data, ● Contact whaanau ● Coordinate with external agencies as needed. ● Provide data to weekly attendance hui. ● Contact parents daily for absent students. ● Record contact on KAMAR

Attendance Procedures

Module and Puna Ako Teacher	<p>DAILY</p> <ul style="list-style-type: none"> ● Accurately mark the roll in every class. ● Follow up on unexplained absences promptly. ● Update KAMAR attendance with the correct CODE <p>REGULARLY</p> <ul style="list-style-type: none"> ● Communicate with whānau about attendance patterns, both good and concerning. ● Support catch-up learning for returning students. <p>WEEKLY</p> <ul style="list-style-type: none"> ● Monitor attendance patterns and refer concerns to Whaanau Leader. ● Celebrate consistent attendance in Puna Ako.
------------------------------------	---

<p>Curriculum Leader</p>	<p>WEEKLY</p> <ul style="list-style-type: none"> Review attendance data for all curriculum classes. Support module tears in monitoring, and providing support for improvements to student attendance. Monitor shifts and patterns in attendance.
<p>Whaanau Leader</p>	<p>DAILY</p> <ul style="list-style-type: none"> Monitor flagged students and intervene immediately. <p>WEEKLY</p> <ul style="list-style-type: none"> Review attendance data for all mentor classes. Support Puna Ako teacher and contact whānau for students <90%.
<p>Senior Leadership</p>	<p>DAILY</p> <ul style="list-style-type: none"> Support roll compliance. <p>WEEKLY</p> <ul style="list-style-type: none"> Meet with Whaanau Leader about interventions and referrals. <p>REGULARLY</p> <ul style="list-style-type: none"> Lead responses to chronic absence. Refer students to the Attendance Service after 15+ days of absence.
<p>Attendance & Wellbeing Support</p>	<p>DAILY</p> <ul style="list-style-type: none"> Track student attendance and flag concerning trends. Contact whānau for unexplained absences. <p>WEEKLY</p> <ul style="list-style-type: none"> Provide Weekly hui with the attendance data generated by KAMAR. Identify students with good attendance for celebratory assemblies. <p>REGULARLY</p> <ul style="list-style-type: none"> Conduct home visits and escalate concerns to external services. Support SLT with reporting and data management.

Attendance Thresholds and Responses

- Regular Attendance (≥90%)** – Puna Ako teacher affirms attendance, teacher celebrates, minimal intervention required.
- Irregular Attendance (80–89%)** – Whaanau Leader contacts whānau, may introduce an attendance plan.
- Moderately Absent (70–79%)** – Whaanau leader escalates attendance matter to Whaanau meeting with Principal. Whaea Rachael. Attendance service is involved.
- Chronically Absent (<70%)** – North Waikato Attendance Services referrals are supported. Warning of a removal from roll.

ATTENDANCE MANAGEMENT PLAN: FLOW DIAGRAM

STEPS	GREEN: 90% attendance (5 days per term)	YELLOW: 80% attendance (10 days per term)	ORANGE: 70% (15 days per term)	RED: Less than 70% (15+ days)
STEP 1	DAILY: Module teacher marks roll			
STEP 2	DAILY: Puna Ako teacher marks roll			
STEP 3	DAILY: Office staff sends absence message at 9.20 am to whaanau WEEKLY: Every Puna Ako teacher log attendance in Whaanau Group tracking sheet			
STEP 4	WEEKLY: Office staff generates phone calls for 1 day absence DAY 3: Continued unexplained absence - whaanau leader contacts home DAY 5: Continued unexplained absence, a meeting with Principal to discuss concerns. KAMAR send Letter 1 home			
STEP 5		TUESDAY'S: Office staff work alongside Whaanau Leaders to monitor next steps and progress. 6 - 10 DAYS ABSENT: Puna Ako teacher refers concerned students to Whaanau Leader who then contacts home and discusses support and plans to return students. KAMAR send Letter 2 home		
STEP 6			WEEKLY: Student Administrator seeks support from the North Waikato Attendance Services (NWAS)	

STEP 7			KAMAR Letter 3 delivered to whaanau by NWAS	
STEP 8				<p>NEXT STEP: North Waikato Attendance Services reaches out to external agencies to support whaaanau and student to reintegrate back into school</p> <p>Students removed from school roll after 20 days.</p>

Huntly College

Attendance Management Plan



For students with less than 5 days absence in a school term - 90% + attendance
Goal - To maintain and reinforce regular attendance patterns

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u> Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p>Include a newsletter on attendance requirements with enrolment packs, to go out with new students and to remind all students of attendance protocols at beginning of year and each term</p> <p>Explain to parents the codes used to record attendance of each student at enrolment.</p> <p>Explain the automated attendance reporting and codes and emails.</p>	<p>Attendance Newsletter introduces weekly reporting and outlines protocols</p> <p>Attendance letters to update parents of rates and requirements</p> <p>Attendance codes on display</p> <p>An email sent home to whaanau.</p>	<p>SLT</p> <p>Student Administrator, SLT</p> <p>Student Administrator SLT</p>
<p><u>Monitoring</u> Monitor attendance</p>	<p>Roll is marked accurately by period 1 teachers between 8.55 and 9.20am.</p> <p>Subject teachers accurately mark the roll during class time.</p> <p>Weekly data is collated and shared, on a google sheet in Drive, with Puna Ako teacher and Whaanau Leader.</p> <p>Weekly whaanau hui on Tuesday or Thursday morning to corroborate data and explain code changes in attendance records.</p>	<p>KAMAR (SMS system)</p> <p>KAMAR (SMS system)</p> <p>Tracking sheet for Puna Ako Teachers.</p> <p>Discussion within the whaanau space</p> <p>The Student Administrator generates the data in 2026.</p>	<p>Puna Ako teacher</p> <p>Module teachers</p> <p>Puna Ako teacher</p> <p>Puna Ako and Whaanau Leader</p>

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
Communicate to parents about every absence	<p>Curriculum Meetings will monitor, investigate and implement supports needed to grow and celebrate student attendance.</p> <p>In the morning, the student administrator is to identify students absent in the morning on the day of and send a text to whaanau of absence.</p> <p>KAMAR generates the list of students absent for the full day.</p> <p>he Puna Ako teacher checks in on students' attendance, and contacts the home of each student on the list to inform them of the absence. Records contact to home on student pastoral entry and notifies Puna Ako teacher via KAMAR.</p> <p>Absence Manager (Text message generated and sent out by Student Support Co-ordinator) to all students recorded as absent at end of Block 1</p> <p>Gather details at enrollment. Update student details at the start of every year after year 9.</p> <p>The office checks in on a regular basis when parents visit and notes any updates.</p>	<p>KAMAR STAR response system</p> <p>KAMAR automated response</p> <p>Student Administrator</p> <p>Puna Ako teacher keep in regular contact with whānau</p> <p>Discuss this point in Enrolment interviews and Puna Ako</p> <p>Discuss in Puna Koorero with contact details.</p>	<p>Module teacher and curriculum leader</p> <p>Student Administrator</p> <p>Student Administrator</p> <p>Puna Ako teacher</p> <p>SLT and Puna Ako Teacher</p> <p>Puna Ako teacher</p>
Maintain contact details of parents	<p>Check details at Puna Koorero. Regularly text and email parents.</p> <p>Text whaanau when students are recognised for achievements.</p>	<p>Social Media Facebook and Instagram keeps caregivers up to date and celebrate success</p>	<p>Puna Ako teachers / School Facebook page</p>

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p>Support Support students to catch up missed learning where required</p>	<p>Teachers build strong relationships with students. Provide work for students to complete ahead of absence if it is a planned absence. Use Google Classroom to document lesson resources.</p>	<p>Culturally Relevant and Relational Pedagogy.</p>	<p>Module teacher</p>
<p><u>Teaching and modelling</u> Use school level restorative practice approaches to promote good social and learning environment</p>	<p>Award students for tri-weekly attendance. Identify students with good attendance and students whose attendance has improved.</p>	<p>Use of school wide data Public recognition through assembly Whaanau groups are co designing own whaanau incentive</p>	<p>Puna Ako teacher Whaanau Leader, SLT</p>

Huntly College

Attendance Management Plan



For students with up to 10 days absence in a school term - 80% attendance
Goal - To restore student's attendance to above 90%

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p>Send formal notification and contact parent/ guardian to discuss reasons for absence</p> <p>Communicate to parents what steps the school will take in the event their child is absent from school</p>	<p>At the weekly attendance hui the Puna Ako teacher identifies the pattern of more than 1- 2 days.</p> <p>Puna Ako teacher identifies their concern to Whaanau Leader, who contacts the parent to make a plan for the student to return to school. Whaanau Leader records contact home in KAMAR.</p> <p>Puna Ako teacher writes kamar pastoral entry of contact home</p> <p>Contact whānau via Absence Message or phone call home</p>	<p>Weekly Attendance Hui patterns are identified</p> <p>KAMAR - Referral made to Whaanau Leader. 3-3-1 pastoral system.</p> <p>Whaanau Leader checks to see if absence has been explained and if not ring home and make a plan regarding attendance. Plan is to be logged on KAMAR.</p> <p>KAMAR Absence Message In School Attendance team (first formal notification)</p>	<p>Puna Ako teacher</p> <p>Whaanau Leader</p> <p>Student Administrator</p> <p>In School Attendance Team</p>
<p><u>Monitoring</u></p> <p>Monitor attendance</p> <p>Communicate to parents about every absence</p> <p>Maintain contact details of parents</p>	<p>KAMAR flags students who have been absent 3 days and then 5 days</p> <p>Puna Ako teacher monitor contact details of parents are up to date</p>	<p>Puna Ako teachers use this to discuss the week's attendance on Tuesday/Thursday mornings at whaanau hui.</p> <p>Whaanau Leader monitor House attendance data and teacher efforts to contact home and provide support.</p> <p>Curriculum Leaders monitor curriculum attendance data, provide support in modules</p>	<p>Puna Ako Teacher</p> <p>Whaanau Leader</p> <p>Puna Ako teacher</p> <p>Whaanau leader</p> <p>Module Teachers</p> <p>Curriculum Leaders</p>

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Reporting</u></p> <p>Provide students with regular updates on their own attendance</p> <p>Report regularly to parents on attendance of their child</p>	<p>Puna Ako Teacher use the SMS system to check in with students</p> <p>Automated Weekly attendance reports sent to whaanau every Saturday</p>	<p>Puna Ako teacher track attendance rates designated tracking system as a visual way of reporting</p>	<p>Puna Ako teacher</p> <p>Wmaanau, DP</p>
<p><u>Support</u></p> <p>Support students to catch up missed learning where required</p>	<p>Use of Google classroom to enable students to catch up on missed work</p> <p>Teacher supports additional catch up</p>	<p>Ensure students have access to Google classroom</p> <p>Module teachers upload new content for students</p>	<p>Module Teacher</p> <p>Curriculum Leader</p>

Huntly College

Attendance Management Plan



For students with up to 15 days absence in a school term - 70% attendance
Goal - to re-engage students and increase attendance.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p>Send escalated formal notification to parents</p> <p>Hold meeting to analyse reasons for absence and to collaborate on a support plan</p> <p>Develop and implement a plan tailored to the reasons and circumstances around the child's absence</p>	<p>Letter of concern sent inviting whaanau to meet with Principal</p> <p>Discuss the steps taken by whaanau leader to prepare Principal for whaanau hui</p> <p>Whaanau leader/DP to lead this hui Plan is developed</p>	<p>STAR response sends to SMS system students within this threshold</p> <p>Student administrator and SLT are informed of progress made for hui to be held</p> <p>Escalated formal notification letter delivered through SMS system</p> <p>Hui held a plan developed, and monitored by Puna Ako teacher and whaanau leader</p>	<p>In school Attendance Team</p> <p>Puna Ako teacher, whaanau Leader, DP</p>
<p><u>Monitoring</u></p> <p>Monitor attendance</p> <p>Communicate to parents about every absence</p> <p>Maintain contact details of parents</p>	<p>Discussion at Whaanau Hui on Tues and Thurs</p> <p>Absence Message text or phone call home by In School Attendance team.</p>	<p>Whaanau Leader checks to see if absence has been explained by Puna Ako teacher. If not Puna Ako teacher follows up by contacting whaanau</p> <p>Puna Ako teacher checks whaanau details on KAMAR are accurate</p>	<p>Puna Ako teacher, Whaanau Leader</p> <p>Puna Ako teacher</p>
<p><u>Reporting</u></p> <p>Provide students with regular updates on their own attendance</p>	<p>KAMAR updates are done by Puna Ako teacher weekly to show attendance rates</p>	<p>Puna Ako teacher tracks attendance rates daily during Puna Ako time</p>	<p>Puna Ako teacher</p>

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Reporting Continued</u> Report regularly to parents on attendance of their child</p> <p><u>Support</u> Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed</p>	<p>Automated Weekly attendance reports sent to whaanau every Saturday</p> <p>Uniform, stationery provided to remove barriers</p>	<p>Using our SMS system (KAMAR)</p> <p>Whaanau Leader and DP assist students for uniform or stationery needs</p>	<p>Student Administrator</p> <p>Whaanau Leader and DP</p>

Huntly College

Attendance Management Plan



For students with up to 15 or more days absence in a school term - LESS THAN 70% attendance

Goal - Intensive intervention to overcome complex barriers.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<p><u>Communication</u></p> <p>School sends escalated warning notice and make contact to arrange meeting with parents</p>	<p>Letter sent home, NWAS supports school, where needed and wait for next steps</p>	<p>Letter delivered, sent home explaining next steps</p>	<p>Principal, Student Administrator</p>
<p><u>Monitoring</u></p> <p>Implement and monitor improvement plan</p> <p>When criteria is met, follow prescribed processes to un-enrol the student</p>	<p>Whaanau Leader and DP Monitor plan and progress</p> <p>After 20 days student is taken off roll and NENs</p> <ul style="list-style-type: none"> • Puna ako and whaanau leader are informed of process 	<p>Referral to NWAS who consults SLT and then takes student off the roll</p>	<p>Whaanau Leader supported by DP</p> <p>Principal & Student Administrator</p>
<p><u>Reporting</u></p> <p>Refer to the Ministry to consider action</p>	<p>Refer students to NWAS - MOE are informed</p>	<p>Run NWAS hui each term to develop a pathway for intervention</p>	<p>Principal & NWAS</p>
<p><u>Support</u></p> <p>Escalate to North Waikato Attendance Service (NWAS)</p>	<p>Refer students to North Waikato Attendance Service</p>	<p>Referral process continues with NWAS School to await updates from NWAS</p>	<p>NWAS</p>