



# Hamilton Boys' High School

## Attendance Management Plan 2026

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### Why Attendance Matters

Regular school attendance is essential for students to achieve their full academic and personal potential. Nationally, the government target is for **80% of students to be regularly attending school by 2030**.

In 2025, Hamilton Boys' High School regular attendance data showed:

- **Term 1:** 74%
- **Term 2:** 64%
- **Term 3:** 55%
- **Term 4:** 53%

In 2025 our regular attendance was 61.5% .

Our 2026 school target: Lift regular attendance to **70%** by the end of 2026.

### Our Commitment

At Hamilton Boys' High School, we believe **Every Day Counts**. We work in partnership with students and whānau to remove barriers, build positive habits, and support boys to attend, engage, and succeed at school.

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# Governance and Leadership Responsibilities

## Board of Trustees

The Board is responsible for taking all reasonable steps to ensure students attend school whenever it is open for instruction. This includes:

- Supporting students to return to regular attendance
- Ensuring a **Stepped Attendance Response** is in place
- Monitoring and responding to absence data
- Identifying patterns and barriers to attendance
- Publishing this Attendance Management Plan on the school website

## Principal

The Principal is responsible for:

- Developing and implementing the Stepped Attendance Response
  - Ensuring absences are investigated, responded to, and recorded
  - Making sure students, staff, and whānau understand attendance processes
  - Reporting attendance trends, barriers, and interventions to the Board
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## Monitoring and Reporting

- Attendance is monitored **daily** using electronic systems
  - The Board receives **termly attendance reports**, including *Every Day Matters* data
  - Reports highlight trends, barriers, and areas requiring further support
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## Legislative Framework

This plan aligns with:

- Education and Training Act 2020
- Education Attendance Rules
- Education Attendance Management Plan Regulations (pending)

**Reviewed:** November 2025

**Next Review:** November 2026

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# Attendance Management Procedure

## Stepped Attendance Response

Hamilton Boys' High School uses a **Stepped Attendance Response** to ensure early identification and appropriate support for students whose attendance is of concern. Actions may be taken at any stage depending on individual circumstances.

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## Shared Responsibilities

### Parents and Whānau

Parents and caregivers are expected to:

- Ensure students attend school every day they are able
- Reinforce positive attendance habits
- Communicate openly with the school
- Follow attendance policies and procedures

### School

The school will:

- Clearly communicate attendance expectations on enrolment and throughout the year
  - Monitor and follow up on all absences
  - Keep parents informed of attendance concerns
  - Provide students with regular attendance updates
  - Use internal and external supports where required
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## Roles Within the School

- **Teachers:** Record attendance accurately each lesson/day
- **Tutor/Form Teachers:** Monitor attendance patterns and follow up lateness or concerns
- **Deans and Senior Leaders:** Track attendance trends and communicate with families
- **Administration Team:** Daily follow-up of unexplained absences
- **Pastoral Care Team:** Provide targeted support and coordinate interventions

Parents receive attendance updates through weekly emails, portals, and termly reports.

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# Stepped Attendance Response Overview

## Everyday Attendance (All Students)

- Clear expectations shared with families
- Daily absence follow-up via text or email
- Attendance updates through newsletters and school communications

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## Less than 5 Days Absent

- Absences monitored and confirmed
- Weekly attendance updates sent to parents
- Students informed of their attendance status

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## 5–9 Days Absent

- Parent contact by email or phone
- Discussion about reasons for absence and learning impact
- Support to catch up on missed learning
- Barriers identified and addressed where possible

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## 10–14 Days Absent

- Escalated contact with parents
- Meetings held with student and caregivers
- Individual support plan developed
- Increased pastoral involvement

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## More than 15 Days Absent

- Senior leadership involvement
  - Formal meetings with whānau and student
  - Referral to Attendance Services or external agencies if required
  - Reintegration and monitoring plan put in place
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## Review and Evaluation

- Attendance interventions are reviewed **termly** by the Pastoral and Senior Leadership teams
  - Effectiveness of strategies is evaluated and adjusted as needed
  - All actions are recorded in Kamar
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