



Where tamariki grow to be A.W.E.S.O.M.E.

Attendance Management Plan

1. Purpose

To ensure consistent attendance, minimize absenteeism, and create a reliable and productive teaching and learning environment by implementing clear attendance expectations and procedures.

2. Scope

This plan applies to all students at Duvauchelle School.

3. Objectives

- Promote regular and punctual attendance.
- Identify and address attendance issues early.
- Support those facing genuine difficulties.
- Improve overall productivity and performance.

4. Attendance Policies

a. School Hours

- 9am to 3pm Monday through Friday (other than designated public holidays)

b. Breaks and Lunch Periods

- One thirty minute break and one 45 minute lunch break

c. Leave Types

- **Sick Leave**
- **Vacation Leave**
- **Personal Leave**
- **Emergency Leave**

d. Tardiness and Early Departures

- Considered late if more than 5 minutes after scheduled start.
- More than 3 occurrences in a month may result in review or discipline.

5. Attendance Recording

- Use of HERO (Student Management System)
- Daily/weekly reviews by Principal

6. Monitoring & Reporting

- Monthly reports reviewed by the Principal from Every Day Matters.
- Flag patterns such as:
 - Frequent absences around weekends/holidays.
 - Repeated tardiness.
 - Excessive short-term absences.

7. Procedures for Absences

a. Notification

- Inform the school as soon as possible.
- Preferred method: Skool Loop.
- School to contact whanau if no information is received by 9.15am as to a student's whereabouts.

b. Documentation

- Medical certificate required after 5 consecutive days if a student absence is recorded as a M.
- Permission sought from Principal and/or Board of Trustees if overseas travel during term time is involved.

8. Corrective Actions

- **Verbal Discussion** and/or **warning** after 3 unexcused absences.
- **Written Warning** after continued issues.
- **Referral to external Agency** for persistent violations.
- Support measures such as counseling or flexible work options if needed.

9. Incentives for Good Attendance

- Recognition or awards for perfect attendance.
- Extra break time or early dismissal for good attendance records.

10. Confidentiality

All attendance-related information will be treated confidentially and in compliance with privacy regulations.

11. Review & Evaluation

- This plan will be reviewed annually.
- Feedback from staff/students and families will be considered.
