

CORNWALL PARK DISTRICT SCHOOL ATTENDANCE MANAGEMENT PLAN



2025 - Term 1- 80 % of students regularly attending
 Term 2 -75% of students regularly attending
 Term 3- 72% of students regularly attending
 Term 4- 73% of students regularly attending

Regular attendance means attending more than 90% of a term, or 9 days in a fortnight

Term one achieved New Zealand government target to have 80% of students attending school regularly by 2030

CPDS has a target of 85% of students attending school regularly by 2030

REVIEWED	Feb 2026	PUBLISHED	Feb 2026
EFFECTIVE	Feb 2026	REVIEW DATE	Feb 2027

Overarching attendance objectives and strategic priorities

From Term 1, 2026, all state and state-integrated schools in New Zealand will be required to implement an

LEGAL OBLIGATIONS	STRATEGIC PLAN	ATTENDANCE POLICY
<p>The key legal obligations can be found in the Education and Training Act 2020 in 38 sections. The list of sections is available at this link: https://www.legislation.govt.nz/act/public/2020/0038/latest/resultsin.aspx?search=sw_096be8ed81f6840c_attendance_25_se&p=1</p>	<p>Our current strategic plan can be found on our website at this link https://cornwallpark.school.nz/wp-content/uploads/2025/03/FINAL-Cornwall-Park-District-School-Strategic-and-Annual-Plan-2025-compressed.pdf</p>	<p>Attendance policies can be found on our Schooldocs site at https://cornwallpark.schooldocs.co.nz/ Our username is CPDS and password 1256 Attendance Procedures International Learner Attendance Student Attendance Curriculum and Student Achievement Policy</p>

Attendance Management Plan. These plans aim to improve student attendance by providing clear pathways to identify and address absences.

Attendance management procedures

- Attendance expectations are outlined on enrolment and in school newsletters
- Attendance is recorded on HERO by class teachers each morning and afternoon within the first 10 minutes of each session - teachers mark P or ? only with admin staff following up
- Attendance is recorded on a paper roll by relieving teachers - this is then sent to the office within the first 10 minutes of each session
- Parents log absences via the HERO app
- Late students log into school on VISTAB (Office Sign in Tablet) which is linked to HERO
- Unexplained absences are followed up by office staff within the first half hour of each session
- Absence and lateness patterns are followed up weekly by office staff and principal using the STAR thresholds
- Individual Attendance Plans (IAP) are developed with whānau if attendance is a concern
- Personalised return to school supports are included in the IAP as required
- Attendance Service is involved if the IAP results in no improvement in attendance
- Student attendance is visible in real time to whānau on the HERO app

Monitoring and measuring progress

- Attendance policy and procedures are reviewed annually as a component of Board review and are responsive to changes in legislation through Schooldocs review
- The board discusses attendance patterns termly when data is reviewed
- The board is assured annually that procedures are being followed