

Riverview School Attendance Action Plan

Vision: Growing, Discovering, Learning for Life

Values Framework: HEARTWISE - Honesty, Excellence, Aroha, Respect, Tolerance, Whānau, Inquiry, Sustainability, Effort

MOE Framework: STAR - Stepped Attendance Response

Support Agencies: ROCKON - Kerikeri School Attendance Response, New Zealand Police, Ngāti Rēhia Attendance Service

Goals:

- Average daily attendance of 90% for 2025 and 2026
- Achieve 80%+ of students attending 90%+ of the term by Term 4, 2026.
- Foster a culture of belonging, connection, and accountability.
- Embed attendance practices that reflect manaakitanga, whānaungatanga, and restorative approaches.
- All non-attendance to be coded. i.e. parents have given notification to the school of the reason the child/ren is absent.
- Non-attendance to be coded by an administrator.

Guiding Principles:

- Every Day Counts - attendance is a shared responsibility.
- Early intervention is key - respond before patterns become entrenched.
- Culturally responsive and relationship-based approaches are central.
- HEARTWISE values guide all interactions and interventions.
- At Riverview we build Connections, Culture to develop an effective Curriculum.

STAR-Aligned Attendance Response Steps:

Absence Threshold → Action → HEARTWISE Link → Connection Focus

- **1 - 4 days:** Class teacher checks in with student and whānau. (Aroha, Whānau) Aim: Build trust and understanding.
- **5–9 days:** Attendance concern noted. Deputy Principal sends HEARTWISE email home (following consultation with the class teacher). Whānau hui offered. (Honesty, Respect - Strengthen home-school partnership / Connections). This is for:
 - Truancy
 - Explained unjustified.

- **10–14 days:** Deputy Principal sends HEARTWISE email (following consultation with the class teacher) home raising further concern and the possibility of an Individual Attendance Plan (IAP) created with student, whānau, and leadership. (Inquiry, Effort, Connections – working together).
- **15+ days** Escalation to ROCKON Attendance Service. Engagement with Ngāti Rēhia attendance service. (Excellence, Sustainability - Ensure long - term support and accountability).

Exceptions:

Holiday During Term Time:

All notifications of a holiday during term time will be emailed to admin@riverview.school.nz , this will be forwarded to the Principal.

The principal will notify whānau that:

“As per the Education and Training Act, we will mark that “NAME” is having a ‘Holiday During Term Time’, which is deemed an unjustified absence. This is automatically reported to the Ministry of Education via our Student Management System”.

In this instance, correspondence will be sent home as above, however, other termly attendance will be reviewed in conjunction with the process.

Medical:

Communication from the school to offer further support for the whānau.

Key Strategies:

1. **HEARTWISE Attendance Champions:** Student who have 90, 95 and 100% attendance recognized.
2. **2X Term HEARTWISE Hui:** Celebrate attendance milestones and share stories of resilience.
3. **Whānau Connection Days:** Termly events to strengthen school-whānau ties.
4. **Real-time Attendance Dashboards:** Shared with staff and whānau to increase transparency.
5. **Restorative Conversations:** Used when attendance drops to rebuild trust and re-engage.

6. **Attendance is on display:** In Year Levels in the newsletter and reported to BOT monthly.
7. **Attendance Reviews:** data reviewed in conjunction with data to identify learning trends.
8. **Trends:** Identified trends will be communicated with whānau via the newsletter.
9. **Attendance Goals:** Set annual as a component of the Strategic Plan.

Monitoring & Evaluation:

- 5 weekly reviews of attendance data by leadership / aligned to ROCKON.
- Informal monthly reporting to the Board by the principal.
- Formal / termly Report to the BOT. (Full analysis).
- Student voice surveys on belonging and engagement.
- Annual community feedback on the effectiveness of HEARTWISE attendance strategies.
- Attendance Goals set annually as a component of the Strategic Plan.

Approved by the Riverview School Board of Trustees

December 2025