Elim Christian College Attendance Plan 2026

Purpose - We acknowledge that attendance is a central contributor to student achievement and wellbeing, as well as a legal requirement under the Education and Training Act. Our ambition as a school is to continually improve students' attendance rates through:

- Promotion of the importance of attendance with our community and students
- Clear, consistent procedures to monitor and report on attendance
- Supporting whanau where possible to overcome barriers to regular attendance
- Celebrating excellent attendance

As at the end of Term 4, 2025 our regular attendance figure is 71%. **We have set a goal of improving each term's attendance on our previous year's statistics.**

Strategy	Details/links	Who does this?	How will we know this is working?
1. Promotion of the importance of regular attendance	• Principal's updates • Assembly messaging • Regular item in our Newsletters • Automated Attendance letters • Regular Whanau leader review with homeroom teachers • Agenda item at Whanau hui and fono	• Principal • Senior Leadership Team • Admin team • Whanau leaders • Homeroom teachers	1. Whanau leaders and Senior Leadership will have a clear picture of attendance patterns 2. The most significant barriers will be identified and targeted in messaging 3. Overall improvement in attendance rates.
1. Review of attendance procedures to align with Stepped attendance response guidelines	• Creation of automated attendance letters • Clear consistent practice in the implementation of procedures	• Principal to create letters and system • Admin team, senior leaders and whanau leaders to meet to ensure consistent understanding and practice with procedure	1. Patterns in attendance identified 2. Individual students attendance monitored and STAR thresholds identified 3. Letters sent to whanau as required
1. Senior leadership and Principal to meet with whanau as required to discuss barriers to regular attendance	• As outlined in STAR, meetings to occur at 11 and 16 to identify and address barriers to attendance • Patterns of barriers to be considered at Kaitiaki meetings and at Board level where appropriate	• Kaitiaki team	1. Barriers to attendance will be identified and strategies to address these developed
1. Celebration of excellent attendance	• Principal's updates • Assembly awards • Certificate ceremonies	• Wahanu leaders • Homeroom teachers • Principal updates	1. Students, especially in the JY and MY will value attendance for the certificate and acknowledgement 2. Students at SY will have developed an internal understanding of the importance of attendance

Important links:
Attendance Procedure
Rationale for automated letters - for newsletters and Principals Updates
Attendance letter 1
Attendance letter 2
Attendance letter 3
Holiday during term time letter
Attendance Letter Tracking Sheet