

# 2026 Otago Boys' High School Attendance Plan: Strategic Report

## Executive Summary

This 2026 Attendance Plan outlines a five-point strategy designed to achieve significant improvements in student attendance and engagement, directly supporting the core educational success of every student at Otago Boys' High School. This framework is a shared blueprint for the entire school community (Board of Trustees, staff, and whānau) to ensure we are all working toward the same goal.

The strategy balances building a positive culture with maintaining strong operational rigour, focusing on these five key actions:

1. Culture First: Cultivating a strong sense of belonging and brotherhood to make attending school the desired choice for every boy.
2. Parent Partnership: Standardising communication with parents via the Deputy Rector's pre-term emails to ensure timely and compliant absence reporting.
3. Hostel Clarity: Implementing a mandatory dual-notification system for Hostel parents to inform both the School and the Hostel of student absence, enhancing student safety and data accuracy.
4. Data Precision: Continuing to mandate roll completion at the start of every lesson by teaching staff to achieve accurate, period-by-period attendance data for rapid intervention.
5. Protecting Class Time: Promoting the use of the later Friday afterschool bus for boarders to eliminate missed class time on Friday afternoons.

Successful execution of these five pillars is essential to establishing consistent attendance and maximizing the educational opportunities available at OBHS.

Overall the regular attendance target (those students over 90% attendance) is:

- Term 1: 75% regular attendance (71% in 2025 and 66% in 2024)
- Term 2: 65% regular attendance (62% in 2025 and 49% in 2024)
- Term 3: 55% regular attendance (49% in 2025 and 50% in 2024)
- Term 4: 70% regular attendance (63% in 2025 and 60% in 2024)

In 2026 a regular attendance target of 67%.

## Introduction

A student's success at Otago Boys' High School is directly dependent on their consistent presence and active engagement in the classroom. This document introduces the 2026 Attendance Plan, a comprehensive strategy developed to enhance attendance rates across the school. This report clearly articulates the strategy and expectations for the Board of Trustees, all staff, and our parent community, ensuring a united approach. The plan moves beyond compliance, concentrating instead on fostering a strong school culture, refining communication protocols, ensuring data accuracy, and streamlining logistical arrangements for our boarders. Successful implementation of these five key points is critical to maximising the educational outcomes for all students.

## **Core Strategic Pillars**

### **1. Cultivating a Place of Belonging**

Focus Area: School Culture

The foundational element of the 2026 plan is the continued development of a school culture rooted in belonging and brotherhood. When boys genuinely want to attend school, discretionary absences are naturally minimised. Every effort across the school is to be geared toward creating an environment that fosters strong positive connections and makes attending school the default, desired option for every student.

### **2. Standardising Parent Communication**

Focus Area: Home-School Partnership

Effective attendance management requires clear, consistent communication with caregivers. To ensure full compliance with absence reporting procedures, regular communication with parents will surround the process of informing the school about student absence. Specifically, the Deputy Rector will send emails before the start of each term to remind parents and guardians of the correct, up-to-date procedures for absence notification.

### **3. Dual-Notification for Hostel Absences**

Focus Area: Boarding Logistics

Due to the unique oversight required for boarders, a specific protocol is established for reporting their absence. Hostel parents must make sure to inform both the Attendance Officer and the Hostel staff about a student's absence. This mandatory dual-notification system is vital to ensure both internal departments possess the correct information simultaneously, preventing data silos or confusion regarding a boarder's whereabouts.

### **4. Accurate Daily Roll Completion**

Focus Area: Operational Accuracy

To gain a real-time, accurate picture of student attendance and enable immediate intervention, staff completion of rolls at the start of each lesson is needed. This practice ensures the school captures a clear attendance record for every period. This up to date data allows our Attendance Officer, House Deans and SLT to respond quickly to unexplained or patterns of absence.

### **5. Promoting the Later Friday Bus**

Focus Area: Curriculum Integrity

A key logistical adjustment focuses on protecting instructional time at the end of the week. The plan includes the promotion of the Friday afterschool bus for Hostel students to go home for the weekend rather than the earlier bus option, which historically results in students missing class on Friday afternoons. This promotional effort supports the integrity of the full teaching schedule.

## **Conclusion**

The 2026 Otago Boys' High School Attendance Plan is a holistic and actionable framework built on shared commitment. It addresses attendance from a cultural, communicative, and logistical perspective. By committing to an environment of belonging (Pillar 1), ensuring parents are fully informed (Pillar 2), aligning internal reporting between the Hostel and School (Pillar 3), maintaining meticulous period-by-period data (Pillar 4), and protecting Friday instructional time (Pillar 5), the entire school community is strategically positioned to achieve improved attendance rates. The implementation of this plan will ensure that all students are present, engaged, and able to capitalise fully on the educational opportunities offered by Otago Boys' High School.

# Attendance Flow Management

| Role & Focus   | Role Summary  | Flow of Escalation                              |
|--|---|---|
| <p><b>1. Attendance Officer Initial Check &amp; Data</b><br/> <i>(Daily monitoring of full school attendance)</i></p>                    | <p>Manages the accurate recording and initial follow-up of all student attendance data. Acts as the first point of contact for absence verification. (School House to be informed by AO if Hostel Student).</p>   | <p>↓</p> <p><b>Referral to Form Teacher</b></p> |
| <p><b>2. Form Teacher Minor Issues</b><br/> <i>(Incomplete attendance or irregularities at the end of the week)</i></p>                  | <p>Provides the first line of pastoral care, monitoring attendance within their form class, and addressing minor absences and lates.</p> <p><i>Weekly check-ins regarding incomplete attendance (?), lates (L) or other irregular attendance, and getting these confirmed by whānau or teacher.</i></p> | <p>↓</p> <p><b>Escalation to House Dean</b></p> |
| <p><b>3. House Deans Persistent Issues</b><br/> <i>(Overall attendance dropping below 90%)</i></p>                                       | <p>Manages and intervenes in persistent attendance cases, developing and overseeing support plans with whānau.</p> <p><i>Consistent attendance issues or attendance still not confirmed after Form Teacher intervention.</i></p>  | <p>↓</p> <p><b>Escalation to SLT</b></p>        |
| <p><b>4. Senior Leadership Team (SLT) Complex Cases</b><br/> <i>(Overall dropping below 75% and then referral to OYWT below 70%)</i></p> | <p>Provides strategic oversight, and works with House Deans, Māori and/or Pasifika Liaisons, Counselling Team and whānau on unresolved attendance matters.</p> <p><i>Deputy Rector involvement after a further decline in attendance rate (below 75%) and after House Dean interventions.</i></p>       | <p><b>Final Oversight</b></p>                   |