



## Cobden School Attendance Plan

We want to ensure that all tamariki at Te Kura o Cobden attend regularly, supporting their right to access education and reach their full potential. Our goal aligns with the government's national target: **80% of students attend more than 90% of the time**. This plan outlines proactive and responsive strategies to improve and sustain student attendance.

### Clear Expectations for Attendance

- Attendance expectations will be communicated:
- At enrolment.
  - At the beginning of each year and each term.
  - Via newsletters, website, and social media updates.
  - Through individual conversations when necessary.

### Roles and Responsibilities

#### WHĀNAU

- Ensure tamariki attend school daily unless sick or otherwise excused.
- Reinforce positive attendance habits.
- Maintain communication with the school regarding any absence.
- Engage in school attendance processes and support when attendance issues arise.

#### SCHOOL

- Communicate clearly and regularly about attendance expectations and processes.
- Monitor and record attendance daily.
- Notify parents of all absences promptly (via text, phone call, or email).
- Provide attendance updates to parents regularly.
- Support tamariki to overcome barriers to attendance (e.g., uniform, food, counselling).
- Report attendance patterns to the Board of Trustees.
- Use a tiered response system aligned with the STAR framework.
- Provide twice-daily absence reports to the principal for immediate follow-up.

#### MINISTRY OF EDUCATION

- Monitor attendance data and school compliance with attendance policies.
- Support schools with tools, data analysis, and attendance services.
- Facilitate multi-agency responses for chronic attendance issues.
- Provide direct support for complex cases, including legal action if necessary.

### Stepped Attendance Response (STAR)

#### TAHI

#### STEP 1: Good Attendance (Less than 5 days absence per term)

- **Monitor** attendance as part of normal practice.
- **Celebrate and acknowledge** good attendance through certificates, class rewards.
- **Communicate** with whānau about the importance of attendance.

#### RUA

#### STEP 2: Worrying Attendance (Up to 10 days absence per term)

- **Contact parents** to discuss reasons for absence.
- **Support students** to catch up on missed work.
- Offer in-school resources to help address barriers (e.g., counselling, food).
- **Formal notification** if concerning patterns emerge.
- **Record interventions** and monitor attendance closely.

#### TORU

#### STEP 3: Concerning Attendance (Up to 15 days absence per term)

- **Escalated formal notification** to parents.
- Hold **face-to-face meetings** to discuss reasons for absences.
- **Collaboratively develop a plan** tailored to the student and whānau situation.
- **Engage external agencies** as appropriate (e.g., Attendance Service, Oranga Tamariki, Public Health Nurse).
- **Review and monitor progress** regularly (fortnightly check-ins).

#### WHA

#### STEP 4: Serious Concern (15+ days absence per term)

- **Formal warning letter** and urgent parent meeting.
- Initiate **multi-agency response**.
- Implement and monitor an **Intensive Attendance Plan**.
- Consider **Ministry-led support or legal action** if all interventions are unsuccessful and support is refused.
- Unenrol only if all options have been exhausted and following Ministry guidelines.

#### RIMA

#### STEP 5: Day-to-Day Operations to Support Attendance

- Review attendance records weekly in leadership meetings.
- Share attendance trends with staff **termly** to identify patterns and implement strategies.
- Survey students and whānau annually to identify engagement and barriers.

#### ONO

#### STEP 6: Community and Agency Collaboration

- Work with Attendance Services, Public Health, Oranga Tamariki, RTLB, and other agencies as needed.
- Participate in local attendance hui with other schools and the Ministry.
- Share strategies and resources with whānau and community partners.

#### WHITU

#### STEP 7: Communication and Reporting

- Attendance expectations and data will be reported to the Board each term.
- Regular updates in newsletters and via the school website to inform the wider community.
- Individual attendance reports for each student are shared with parents **at least twice yearly** (or more frequently for at-risk students).

#### WARU

#### STEP 8: Review and Improvement

- **Annual review** of attendance plan and data trends.
- Gather feedback from staff, whānau, and students to improve practices.
- Align with **SchoolDocs Attendance Policy** and update as required.



**Key Target**  
80% of students attending over 90% of the time.

Reduction in students at "concerning" and "serious concern" levels.  
**Increased whānau engagement** and partnership in attendance solutions.



### At Te Kura o Cobden

Tamariki are expected to attend school every day they are able.

Cobden School's attendance plan has been implemented to improve student attendance and learning outcomes.

# COBDEN SCHOOL

## NEWSLETTER

### 27th February 2026

Caring, Co operation, Communication  
Manaakitanga, Mahi Ngatahi, Korero Mai



A community of learners where wellbeing and relationships encourage ākongā to be confident, engaged and caring critical thinkers.

TE KURA O COBDEN  
COBDEN SCHOOL

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# A word from the Principal...

27th February 2026

Kia ora,

As we move further into the term, I would like to take a moment to celebrate the wonderful effort and commitment we continue to see across our school. Our students consistently strive to do their best, support one another, and contribute positively to our learning community.

I am pleased to introduce a new initiative — the Principal Star Award. This award has been created to recognise students who demonstrate outstanding effort in their learning, show perseverance when faced with challenges, and model our school values each and every day. Effort is one of the strongest indicators of future success, and we are proud to acknowledge those students who go above and beyond.

We are also aware that there seems to be a significant amount of illness circulating within our community at present. Student wellbeing remains our top priority, and we appreciate families keeping children at home when they are unwell. As we continue to follow our Attendance Management Plan, it is important that we have a clear understanding of the nature of student absences. Accurate information helps us ensure we are providing appropriate support where needed. If your child has been away from school for five days or more (consecutively or intermittently), further discussions will be required in line with the Ministry of Education attendance guidelines. Our goal is always to work in partnership with families to support regular attendance and student success.

Thank you for your ongoing support of our school and for working alongside us to ensure the very best outcomes for your children.

Ngā mihi  
Noula Markham  
Principal

## Important Dates 2026 - Also on the Skool Loop Calendar tab

<b>Term 1:</b>	
Thursday 5th March	Kowhai 3 - Year 7&8 - Be at school by 8.40am for the Technology Bus.
Friday 6th March	Cans for Good Mufti Day for the Greymouth Food Bank - Bring a can of food
Friday 6th March	Assembly 12pm in the Hall. Whanau can bring their lunch to eat with students.
Friday 6th March	Lucky Book Club Issue 1 - Orders close.
Friday 6th March	Cobden School Board Meeting - 5.30pm Staffroom
Tuesday 10th March	Kowhai 3 - Year 7&8 - Be at school by 8.40am for the Technology Bus.
Thursday 12th March	Kowhai 3 - Year 7&8 - Be at school by 8.40am for the Technology Bus.
Thursday 19th March	Kowhai 3 - Year 7&8 - Be at school by 8.40am for the Technology Bus.
Friday 20th March	<b>Teacher Only Day - School Closed for instruction</b>
Tuesday 24th March	Cobden School Athletics at Anzac Park.
Thursday 26th March	Kowhai 3 - Year 7&8 - Be at school by 8.40am for the Technology Bus.
Tuesday 31st March	Cobden School Whare Buddy Group Swimming Competition
Thursday 2nd April	Hidden Disabilities Sunflower Day - Gold Coin Mufti Day - Wear Green
Thursday 2nd April	Kowhai 3 - Year 7&8 - Be at school by 8.40am for the Technology Bus.
Thursday 2nd April	Last Day - End of Term 1
<b>Term 2:</b>	
Monday 20th April	First Day - Term 2
Saturday 25th April	Anzac Day
Friday 15th May	Pink Shirt Day - Nationwide Anti Bullying Gold Coin Mufti Day - Wear Pink

**Disclaimer:** Dates and Times are correct at the time of printing but are subject to change.



## PB4L - Positive Behaviour for Learning

Caring, Co-operation, Communication

This terms focus:

“Kōrero Mai - Listen Well, Speak Kind and Ask for Help.”

Values Card Winners:

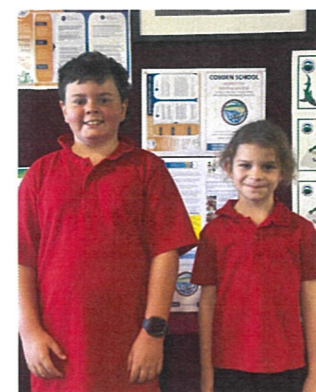
Term 1 2026    Week 3    Cam, Bowie & Reign  
                              Week 4    Stevie & Harper



The start of the year has been fantastic, with our 'Kōrero Mai' focus highly visible. A great example was the wonderful, respectful support and encouragement our tamariki showed senior swimmers during the Grey District Swimming trials. This positive start is reflected in improved data, showing students are managing themselves well by listening carefully and asking for help when needed, contributing to a great atmosphere.



Principal's Star Award



Congratulations to Karson & Alli the first Principal Star Award winners at Assembly.

They will be enjoying lunch with the Principal today.



Izzy and Harold doing some reading in Kowhai 1



Congratulations to Brax, Jax, Daisha, Lyric & Tyler for qualifying to go through to compete at the Grey District Swimming competition on the 4th March.



Eleanor, Sadie, Shailee (Kowhai 1) doing Maths with Numicon. Venice (Mokomoko 2) enjoying doing her Maths.

### Wanted:

2nd hand toys for the school shop. Please drop at the office.



### Scholastic Lucky Book Club

Issue 1 is out now! Every order earns rewards for Cobden school. Orders Close Friday 6th March 2026.

### Reminder: NO CELL PHONES AT SCHOOL

Students who have a reason to bring them must leave them at the office.

Thank you to Westland Milk Products for their donation of \$690 to Cobden School for our Education Outside the Classroom Events in 2026.

