

# 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 unless sick or excused.
- Promote good attendance habits.
- Communicate with the school about absences.
- Support school efforts to improve attendance.

### SCHOOL

- Clearly communicate attendance expectations.
- Monitor and record attendance daily.
- Notify parents promptly of absences.
- Help tamariki overcome attendance barriers.
- Share attendance patterns with the Board.
- Report patterns to the Board and follow the STAR framework.

### MINISTRY OF EDUCATION

- Monitor school attendance data and compliance.
- Support schools with tools and services.
- Coordinate responses for chronic attendance issues.
- Assist with complex cases, including legal steps if needed.

## Stepped Attendance Response (STAR)

### STEP 1: Good Attendance (≤ 5 days absent/term)

- **Monitor** attendance regularly.
- **Celebrate good attendance** (certificates, rewards).
- **Communicate** with whānau about the importance of attendance.

### STEP 2: Worrying Attendance (≤ 10 days absent/term)

- **Contact parents** to discuss absences.
- **Support students** to catch up.
- Offer in-school help (e.g., counselling, food).
- **Send formal notice** if patterns emerge.
- **Track interventions** closely.

### STEP 3: Concerning Attendance (≤ 15 days absent/term)

- **Escalate communication** with parents.
- **Hold face-to-face meetings** to understand issues.
- Create a tailored **support plan**.
- **Involve external agencies** if needed.
- **Monitor progress** with regular check-ins.

### STEP 4: Serious Concern (> 15 days absent/term)

- **Send formal warning** and meet urgently.
- Launch **multi-agency response**.
- Implement **Intensive Attendance Plan**.
- Consider Ministry/legal action if unresolved.
- Unenrol only as a last resort under guidelines.

### STEP 5: Daily Operations

- **Review attendance weekly** in leadership meetings.
- Share trends with staff each term.
- Survey students and whānau yearly to identify barriers.

### STEP 6: Community Collaboration

- Work with agencies (e.g., Attendance Services, Oranga Tamariki).
- Join local attendance hui.
- **Share strategies** with whānau and community partners.

### Step 7: Communication & Reporting

- Report attendance to the Board each term.
- **Provide updates via newsletters and website.**
- Share student attendance reports with parents at least twice a year.

### STEP 8: Review & Improvement

- **Review attendance plan and data annually.**
- **Collect feedback** from staff, whānau, and students.
- **Update practices** in line with SchoolDocs policy.

TAHI

RUA

TORU

WHA

RIMA

ONO

WHITU

WARU

For more see [bit.ly/cobden\\_attendance\\_plan](http://bit.ly/cobden_attendance_plan)



**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

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



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

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# COBDEN SCHOOL

## Newsletter 25th July 2025



Kia ora,

Welcome back to Term 3! It's been a fantastic start to the term, with a real highlight being our 3-Way Learning Conferences. We're thrilled to share that we had record-breaking attendance—nearly 90% of our students and whānau took part. This incredible level of engagement truly reflects the strong sense of partnership we have within our school community. Thank you all for your continued support.

We're also excited to announce that structural upgrades to our school pool are now underway. These works will not only address the long-standing issue of water ingress in the changing rooms during heavy rain, often referred to as "the waterfalls", but will also strengthen the building itself to ensure greater resilience and longevity. As part of this upgrade, the entire floor will be resurfaced to enhance safety and comfort. Once completed, these improvements will mark the final step in creating a fully upgraded and welcoming pool facility for our tamariki to enjoy.

In even more good news, our brand-new tech space is now complete! The space has been fully fitted out with all the equipment needed for a wide range of technology learning, including cooking, sewing, robotics, and science. To officially celebrate this milestone, we'll be marking the occasion at next week's school assembly. After the assembly, we warmly invite all whānau to join us for a walk-through of this amazing new facility. To make the event even more special, we'll be providing a sausage sizzle and cake—free of charge!

Finally, our consultation process for the school's strategic plan has now concluded. A huge thank you to everyone who contributed their thoughts and ideas. I'll be sharing the findings with you all in the coming weeks.

Ngā mihi nui,  
Noula Markham  
Principal



### Cobden School Important Dates 2025 - Also on the Skool Loop Calendar tab

#### Term 3

Thursday 31st July	Kowhai 2 - Be at school by 8.40am for the Technology Bus.
Friday 1st August	Scholastic Book Club Issue 5—Orders Close
Friday 1st August	Assembly 12pm in the Hall - Led by Mokomoko 2. Whanau can stay for lunch
Following Assembly	Opening of the new Tech Space, Walk through, Free Sausage Sizzle & Cake.
Tuesday 5th August	Kowhai 2 - Be at school by 8.40am for the Technology Bus.
Wednesday 6th August	3.30pm Parent meeting with Public Health Nurse Julie - Healthy Eating
Monday 11th August	ASB Primary Netball Competition
Tuesday 12th August	Cobden School Board Meeting - 5.30pm Staffroom
Wednesday 13th August	School Photos—Let us know if you are bringing in Siblings
Thursday 14th August	Kowhai 2 - Be at school by 8.40am for the Technology Bus.
Friday 15th August	"Westpac Chopper Appeal" - Gold Coin Mufti Day
Friday 15th August	Assembly 12pm in the Hall - Led by Kowhai 1 Rm1. Whanau can stay for lunch
Tuesday 19th August	Kowhai 2 - Be at school by 8.40am for the Technology Bus.
Thursday 28th August	Kowhai 2 - Be at school by 8.40am for the Technology Bus.
Friday 29th August	"Daffodil Day" - Gold Coin Mufti Day for the Cancer Society
Friday 29th August	Assembly 12pm in the Hall - Led by Mokomoko 1. Whanau can stay for lunch
Monday 1st September	Teacher Only Day - School Closed
Tuesday 2nd September	Kowhai 2 - Be at school by 8.40am for the Technology Bus.
Tuesday 2nd September	Rotary Speech Competition
Wednesday 10th September	"Wig/Wacky Hair Wednesday" - Gold Coin Mufti Day for Blood Cancer
Thursday 11th September	Kowhai 2 - Be at school by 8.40am for the Technology Bus.
Friday 12th September	Assembly 12pm in the Hall - Led by Kowhai 2. Our Kapa Haka group will be performing and Whanau can stay for lunch
Monday 15th September	West Coast Kapa Haka Festival at Westland High School in Hokitika
Tuesday 16th September	Kowhai 2 - Be at school by 8.40am for the Technology Bus.
Tuesday 16th September	Cobden School Board Meeting - 5.30pm Staffroom
Wednesday 17th September	"SPCA come as your favourite Animal" - Gold Coin Mufti Day
Wednesday 17th September	3.15pm Greymouth High School Year 9 2026—Meeting at Cobden School
Friday 19th September	Last Day of Term 3

**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 term's focus:

"Manakitanga - Caring for Ourselves"

"Knowing how to help myself"

Values Card Winners:

Term 2 Week 9 Missy & Erika  
Term 3 Week 1 Karson & Shailee

This term's focus is on **Manakitanga – Knowing How to Help Myself**. Students have been exploring ways to care for themselves in both the playground and the classroom by trying activities first, asking for help when needed, and using appropriate strategies—such as the pause space—to reset when they feel stuck. We are encouraging tamariki to recognise when they need support and to feel proud of asking for help as part of becoming confident, independent problem-solvers.

#### Cobden School Board Elections—Nominations are open

There is still time for you to get your nomination in to join our School Board. **We need 5 parent representatives to join the Cobden School Board.** Schooled Election Pilot have been appointed as the Returning Officer for this election. They have already sent out nomination forms by email or by post however, if you need additional nomination forms, just contact the Returning Officer directly on 0800 VOTENZ (0800 868 369) or email [election@electionpilot.nz](mailto:election@electionpilot.nz). **Nominations close at noon on Wednesday the 6th August.** You can email in your nomination, complete it online at [www.boardelections.nz](http://www.boardelections.nz) or fill it in and drop it off to the school office. You can also send in a candidate statement and smiling photo with your nomination as well. A copy of the electoral roll is kept at the school office and is available to be checked during usual school hours.  
**Election Day is Wednesday 10th September - Voting Closes at 4pm.**

#### Congratulations Mrs Markham 15 Years as Cobden School Principal!



Sam the Trap Man came to assembly to present the classes with their Duffy Books in homes Government book offer 2. Sam is a published author of "Sam the Trap man—cracking yarns and tall tales from the bush". Sam and his family are also new members of the Cobden School community.



Thank you to our wonderful Matariki Evening Organising Team for making the night so special for our Tamariki. We even had the Mayor pop in for a Kani Kani!

Thank you for your support! Our "Fluro Friday" for St Johns Mufti Day raised \$87.00 for Greymouth St Johns.

A huge Thank you to Tim Mora and the Cobden-Runanga Anglican Parish for their \$1000 donation to Cobden School for Resources.

**Trophy Return - Its that time of the year again!**  
Cobden School Trophies received at last year's prize giving need to be returned to the office this term.

