



UNDERSTANDING ATTENDANCE

What you need to know about
attendance at One Tree Hill College

HE WAKA EKE NOA
WE'RE ALL IN THIS TOGETHER

ATTENDANCE

Why is it important to be at school?

- Builds strong learning habits;
 - Supports academic achievement;
 - Strengthens friendships and wellbeing;
 - Helps students feel connected and confident;
 - Students who attend school regularly are more likely to stay engaged and reach their goals.
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What is regular attendance?

- Attending at least 90% of school days;
- Arriving on time and staying for the whole day;
- Only being away for justified reasons.



SCHOOL PROCEDURES

Communication and Student Support

If your student is absent from school, please notify us as soon as you can.

Download the School Bridge app for all attendance support.

If any issues or concerns, please contact us: 09 5795049 ext 846 OR
attendance@onetreehillcollege.school.nz

Need Support? Talk to Us

- Whānau Teacher – first point of contact;
- Whānau Leader;
- Student Services Team;
- Attendance Officer;
- Senior Leadership Team.

BELL TIMES

2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.40 Warning Bell	Staff PLD 8.20 – 9.10	8.40 Warning Bell	8.40 Warning Bell	8.40 Warning Bell
8.45 – 9.45 Period 1	9.10 Warning Bell	8.45 – 9.45 Period 1	8.45 – 9.45 Period 1	8.45 – 9.45 Period 1
Whānau Time 9.45 – 10.15	9.15 – 10.15 Period 1	Whānau Time 9.45 – 10.15	Whānau Time 9.45 – 10.15	Whānau Time 9.45 – 10.15
10.15 – 11.15 Period 2	10.15 – 11.15 Period 2	10.15 – 11.15 Period 2	10.15 – 11.15 Period 2	10.15 – 11.15 Period 2
Interval 11.15 – 11.45	Interval 11.15 – 11.45	Interval 11.15 – 11.45	Interval 11.15 – 11.45	Interval 11.15 – 11.45
11.40 Warning Bell	11.40 Warning Bell	11.40 Warning Bell	11.40 Warning Bell	11.40 Warning Bell
11.45 – 12.45 Period 3	11.45 – 12.45 Period 3	11.45 – 12.45 Period 3	11.45 – 12.45 Period 3	11.45 – 12.45 Period 3
12.45 – 1.45 Period 4	12.45 – 1.45 Period 4	12.45 – 1.45 Period 4	12.45 – 1.45 Period 4	12.45 – 1.45 Period 4
Lunch 1.45 – 2.15	Lunch 1.45 – 2.15	Lunch 1.45 – 2.15	Lunch 1.45 – 2.15	Lunch 1.45 – 2.15
2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell	2.10 Warning Bell
2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5	2.15 – 3.15 Period 5
End of School Day 3.15	End of School Day 3.15	End of School Day 3.15	End of School Day 3.15	End of School Day 3.15

STEPPED ATTENDANCE RESPONSE (STAR)

STAR aims to lift attendance by:

- Setting clear expectations;
- Guiding effective responses;
- Supporting schools and communities to act early and consistently.

The STAR clarifies:

- That attendance is a shared priority for students, whānau, families, & school that parents are expected to engage with the support offered and work with schools and with other agencies to return their children to regular attendance;
- That schools will act when attendance becomes a concern;
- Why attendance matters to students, and demonstrates that they are supported by their parents, families, teachers and school leaders.

Stepped Attendance Response – STAR

Responding to all absence

The Government's target is for **80% of students to attend regularly**, that is to attend school more than 90% of the time



PUNCTUALITY

Why is it important to be on time?

Arriving on time helps students:

- Start learning straight away without missing key instructions;
 - Feel settled and confident;
 - Stay connected with their class and teachers;
 - Build positive habits needed for study, work, and life beyond school;
 - When students arrive late, they miss learning and can feel whakamā (embarrassed), which can affect their engagement for the rest of the day.
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MEASURING ATTENDANCE

How we measure and categorise student attendance:

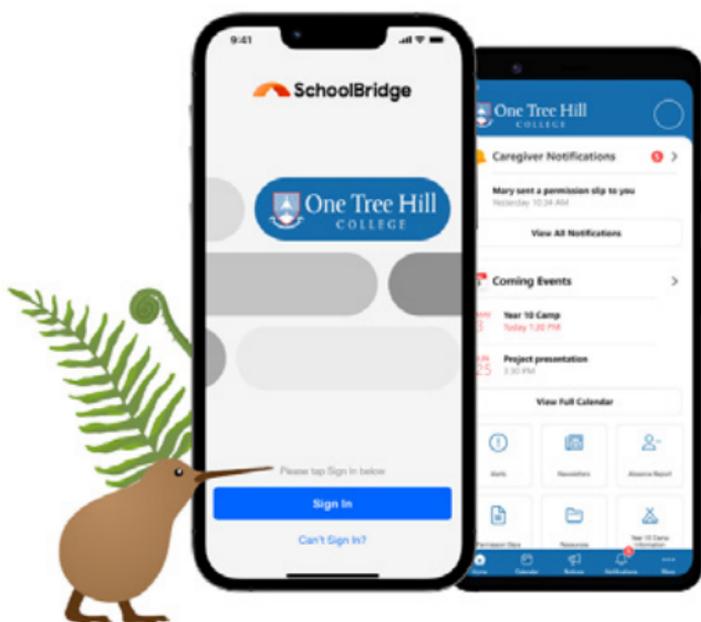
Attendance %	Absence - fortnight	Absence - term	Absence - year	
100%	0	0	0	Excellent
90%	1 day (5 hours of learning missed)	4.5 days (22.5 hours of learning missed)	20 Days (100 hours of learning missed)	Good
80%	2 days (10 hours of learning missed)	10 days (50 hours of learning missed)	40 days (200 hours of learning missed)	Worrying
70%	3 days (20 hours of learning missed)	15 days (75 hours of learning missed)	60 days (300 hours of learning missed)	Concerning
50%	5 days (25 hours of learning missed)	25 days (125 hours of learning missed)	100 days (500 hours of learning missed)	Very Concerning



One Tree Hill
COLLEGE



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- Search "schoolbridge" on your mobile AppStore or PlayStore.

