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## Internal Attendance Management Plan (2026)

### 1. Purpose

Vanguard Military School maintains a structured and proactive attendance system to ensure all recruits are engaged in learning and supported to attend regularly. This plan outlines the operational processes used to monitor, respond to, and improve attendance.

### 2. Attendance Expectations

- All recruits are expected to attend every school day unless legitimately justified.
- The school sets a clear expectation of 90%+ attendance for all recruits.
- Attendance is positioned as a core part of discipline, commitment, and team responsibility within the Vanguard model.

### 3. Daily Attendance Procedures

- Attendance is marked every period by classroom teachers in KAMAR.
- Administration staff:
  - Monitor attendance entries daily
  - Follow up all unexplained absences
  - Record caregiver communication

### 4. Weekly Monitoring

- Section Leaders:
  - Conduct weekly attendance checks for their section
  - Identify patterns of absence or concern
  - Contact caregivers where needed
- Deputy Principal (Attendance):
  - Reviews attendance data weekly
  - Tracks trends across cohorts and sections

### 5. Attendance Concern Thresholds

Attendance concern is triggered when:

- Attendance falls below 90%, or
- Patterns of absence emerge (e.g. repeated absences, lateness, disengagement)

## **6. Graduated Response Process**

### **Stage 1 – Early Intervention**

- Section Leader meets with recruit
- Caregiver contacted
- Barriers identified and recorded

### **Stage 2 – Formal Monitoring**

- Deputy Principal (Attendance) notified
- Attendance concern documented
- Targeted supports implemented

### **Stage 3 – Attendance Contract**

- Formal meeting with caregiver and recruit
- Clear expectations set
- Review date agreed
- Written agreement documented

### **Stage 4 – Escalation**

- Further pastoral intervention
- External agency support where appropriate
- Principal informed
- Ongoing monitoring and documentation

## **7. Support Strategies**

Vanguard actively removes barriers to attendance through:

- Strong Section Leader relationships
- Regular caregiver communication
- Pastoral and guidance support
- External agency collaboration where required

## **8. Roles and Responsibilities**

### **Deputy Principal (Attendance)**

- Oversees attendance systems
- Tracks data and trends
- Leads escalation processes

### **Section Leaders**

- First point of contact
- Monitor attendance weekly
- Maintain caregiver communication

**Administration**

- Daily attendance tracking
- Follow-up of absences
- Record keeping

**Teachers**

- Accurate and timely attendance marking
- Reporting concerns

**Principal**

- Strategic oversight
- Board reporting

**9. Recording and Documentation**

The school maintains:

- Attendance records (KAMAR)
- Communication logs
- Attendance contracts
- Intervention records

**10. Monitoring and Reporting**

- Attendance is reviewed weekly at SLT level
- Attendance is reported termly to the Board
- Data is used to identify trends, adjust interventions, and measure effectiveness

**11. Review**

This plan is reviewed annually to ensure alignment with Ministry expectations and school effectiveness.