



Learning for the future
Te Kamo Primary School
6 Three Mile Bush Road, Te Kamo

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha
Board of Trustees Approved - 9th December 2025 for 2nd February 2026 implementation
Attendance Management Procedure

STAR - Stepped Attendance Response

As a School:

- We recognise the importance of regular attendance to help our students achieve their educational outcomes.
- Our attendance procedures ensure students are accounted for during school hours. This allows school staff to identify and respond to student attendance concerns.
- We have a stepped attendance response to ensure we are all able to identify students and offer appropriate interventions at the thresholds, to support students to return to regular attendance.
- We have annual targets for student attendance and work with students, parents, whanau and caregivers, staff, external agencies where necessary, to improve our levels of student attendance.

Parent/Whanau responsibilities

As a school we ask our parent/whanau/caregivers to:

- Ensure students attend every day they are able.
- Reinforce good attendance habits.
- Open and honest communication with the school.
- Follow the school's attendance management plan, associated attendance policies and procedures.

School responsibilities

- Clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term.
- Communicate to parents what steps the school will take if the student is absent from school.
- Monitor student attendance.
- Provide students with regular updates their own attendance.
- Report regularly to parents on attendance of their child.

School Procedures

- The principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non-attending students.
- Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.
- Classroom teachers are responsible for recording students attendance for their class on hold day basis.
- Classroom teachers are responsible for maintaining accurate and up-to-date records and supporting all attendance systems. They will also monitor and follow up on lateness and attendance concerns.
- The Senior Leadership Team and Team Leaders are responsible for monitoring student attendance for their respective groups, ensuring they make contact with whanau to discuss attendance. Teachers are to talk to Team Leaders with any serious concerns so these can be addressed.
- Parents will receive daily communication if their child is not at school, and if we have no notification, or reason for absence.
- Outside agencies will be used as appropriate support for attendance, for students, families, whanau and caregivers.
- Attendance will be on the agenda at all Team meetings, Team Leader meetings and Senior Leadership meetings. Where patterns will be discussed and best interventions will be planned.
- Attendance will be shared regularly with our school community. And a special comm will be sent to whanau of students, who do not attend regular with data to encourage their child to school.

Our Strategic Priorities

We fully believe and support the importance of daily attendance, so that students achieve, educational, social, emotional and futuristic growth and potential. The government target is 80% of students will be regularly attending school by 2030.

Our Baseline data - Term 2 Attendance from Every Day Matters

Regular Attendance - 60% (compared to 57% Term 2, 2024)

Irregular Attendance - 24% (compared to 24% in Term 2 2024)

Moderate Absence - 9% (compared to 11% in Term 2 2024)

Chronic Absence - 7% (compared to 8% in term 2, 2024)

By Term 2 2026 we are aiming for a **6%** increase in attendance for all students. Our strive is for 10% at the least.

Attendance Daily Process at Te Kamo School - 5 Steps daily

1	School Roll is taken by 9am. (The school roll is recorded again in the afternoon at 1.50pm.)
2	School Admin complete absentee notifications by phone, email or txt. These are entered in our Daily Attendance book and marked on electronic register. All classes are checked for accuracy of roll marking.
3	Students not explained for non attendance will be contacted by phone or email.
4	Teacher will make contact and set up supports for student e.g. class buddy, support work, home pack etc.
5	Support student with Tu Meke token/s and positive messages home, that values the student back at school.

Te Kamo School will follow similar to the Ministry of Education Stepped Attendance Response (STAR) Guidelines

Students with less than 5 days absence

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/whanau/ caregivers.	Identify all student absences. Communicate these to students and teachers.	Administration team & SLT.	Follow up on any not known information on a student's attendance. Check attendance code.
Provide students with regular attendance data.	Provide regular reporting via comms - Seesaw.	Teachers	Print off from eTap.
Report regularly to parents on attendance of their child.	Provide weekly notes on attendance to parents.	Teachers	Print off from eTap.

Students with less than 10 days absence (5 to 9 days)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning.	After 5 days send email to parents.	Teacher	Record actions taken - Student Notes eTap. Record parent response.
Support students to catch up missed learning where required.	Identify the learning needed for student and relevant resources.	Teacher	Discuss with student and check in they understand the work,
Use School resources - LSC, SENCO, SLT	Present student at SENCO hui for support.	LSC, SENCo, SLT	Ensure student is settled back with friends support.

Students with 15 days absence

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns.	Use all comm sources to connect with parents.	SLT, SENCo, LSC	Record actions and any info in eTap Student Notes
Hold a meeting with the parent /caregiver/ whanau and make a tailored specific plan.	Ensure everyone is accountable for their part in the plan.	Teacher, SLT SENCo, SLT	Consider all who should be at this meeting.
Look for resources and supports to remove barriers for attendance.	Discuss with pastoral team what further supports are available	Teacher, SLT SENCo, SLT	Record all steps.

Students with greater than 15 days absence

Activities	Practice	Responsible Person	Notes & Actions
Hold meeting with parent/whanau/caregiver and student	Arrange promptly for meeting including parents and unpack why no response to attending school.	SLT	Plan - containing the how to return from meeting.
Request for support from Attendance Services. Plan a multi agency response.	Refer to Ministry of Education or any other agencies for guidance and support.	SLT, SENCo and other school supports connected to the student.	Ensure we have taken all reasonable steps.
Maintain implementation and monitoring of support plan.	Ensure everyone is accountable for their part in the plan.	SLT, SENCo and other school supports connected to the student.	Support Plan in place. Continue monitoring. Steps taken to reintegrate student.

Plan for students to attend, so attending is to a plan.