

Westbrook School Attendance Management Plan and supporting STAR procedures



Strategic Priorities

- Regular attendance is crucial for student learning, wellbeing, and long-term success.
- An attendance plan helps the school meet its legal obligations under the Education and Training Act 2020 and supports the Ministry of Education's national goal of improving attendance and engagement.
- The government target is that 80% of students will be regularly attending school by 2030.

It enables the school to:

- Monitor attendance patterns and respond early to concerns
- Identify and address barriers affecting students and whānau
- Strengthen relationships through clear expectations and communication
- Support wellbeing by recognising attendance as a key indicator
- Promote a positive school culture where every day matters

A clear, proactive plan fosters a shared commitment to regular attendance, helping every learner thrive.

*Our school currently has **between 58% and 74%** regular attendance (based on 2025 termly EDC reports) and a target of lifting regular attendance to **75%** by the end of 2026.*

Board responsibilities

The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

The board will comply with the provisions in the legislation in relation to student attendance by:

- Having a commitment to support students return to regular attendance
- Having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students
- Recording all absences, and responding accordingly
- Having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- Publishing this attendance management plan on the school's website.

Principal responsibilities

The principal/Deputy Principals are responsible for:

- Ensuring attendance records are kept using a Ministry approved Electronic Attendance register and codes
- Developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- Ensuring that student absence is investigated, responded to and actions taken recorded aligned with the thresholds ensuring all students, whanau and staff understand the processes and procedures that support student attendance
- Reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance.
- Sending formal notification to families via email or text when the child is absent for more than 10 days
- Arrange meetings with the family where appropriate
- Utilising in school resources to minimise barriers to attendance
- Requesting support from external agencies and MOE as required

Teacher responsibilities

- Completes attendance at 9:00 am and 1:45 pm each day, ensuring it is recorded accurately
- Enter any absence messages into etap
- Check SMS for further information regarding reason for absences
- Support students to catch up on missed learning
- Raises concerns re attendance with DP/AP
- Teachers will not be expected to provide learning for a child on holiday during term time, but will develop a resource which outlines some tasks which could be completed

Office Manager responsibilities

The office manager will:

- Maintain reporting of daily attendance data, including inputting absentee messages received via the different communication methods
- Send text messages to any unexplained absences
- Update parent contact details in Etap
- Communicate attendance concerns with the Principal/Deputy Principals

- Provide the Board with termly attendance reporting- including information provided by the Every Day matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration
- Check attendance registers are completed twice a day and remind teachers if this is not the case

Parent/Caregiver responsibilities

- Ensuring students attend every day they are able
- Reinforcing good attendance habits
- Openly communicating with the school
- Following the school's attendance management plan and associated attendance policies and procedures.

Procedures/supporting documentation

Attendance Management Procedure - Stepped Attendance Response (STAR)- see below

Identified Barriers to Attendance

At Westbrook School, our attendance data shows a trend of *medical, explained but unjustified, and holidays in term time* being barriers to achieving this target. To address these barriers we will:

- Regularly share information with families about recognising when a child is sick enough to stay home from school
- May request a medical certificate after 3 continuous days absence due to illness, if a child's absences are frequent and causing concern
- Make referrals to the Public Health Nurse when medical absences are impacting a child's attendance
- Regularly communicate with families about the impact of holidays during term time on education

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

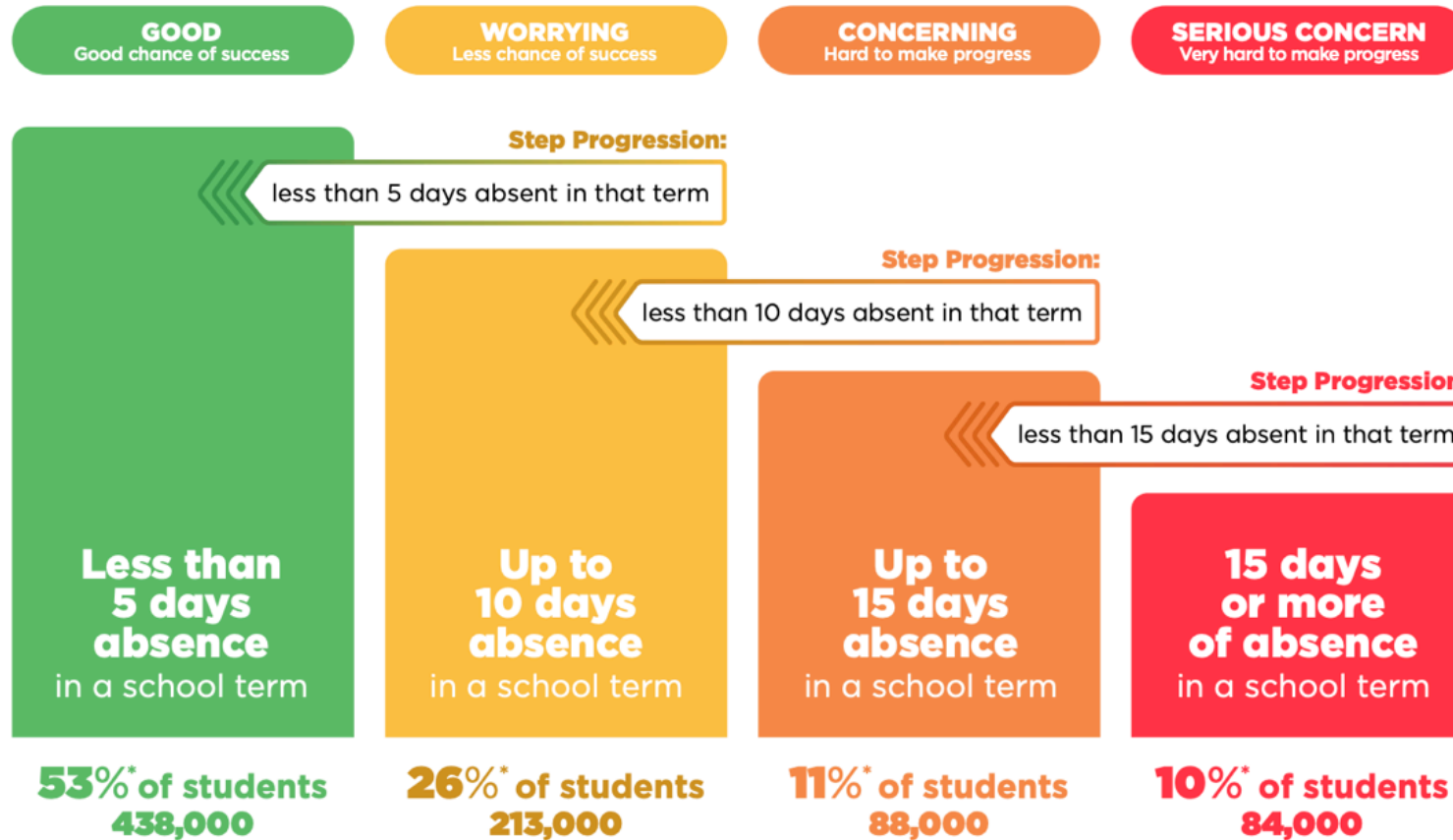
Reviewed: November 2025

Next review: November 2028

Stepped Attendance Response – STAR

Responding to all absences

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



* These approximate numbers of students are based on the numbers of students in the regular attendance categories in Term 2 2024.