



Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our students. Attending school every day supports our students to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as students are able to consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that students should be absent for **no more than one day a fortnight** to ensure that they can have continued success at school. The government target is that 80% of students will be regularly attending school by 2030.

Our school currently has 50% regular attendance and a target of lifting regular attendance to 60% by the end of 2026.

Board responsibilities

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

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 (or delegated person) is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance
- Report to the board on any trends, barriers to attendance and interventions being used to support student attendance.

Procedures/supporting documentation

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

Monitoring

The principal (or delegated person) will maintain reporting of daily attendance data.

The board will receive 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.

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

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

Reviewed: January 2026

Next review: January 2029

Attendance Management Procedure- Stepped Attendance Response

What would success look like?

Success would look like an increase to Regular/Good Attendance, whereby more of our students are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance. We recognise the importance of regular attendance to help our students achieve their educational potential.

While we will also focus on the other two categories, a greater shift can be made focusing on these students and whānau with Worrying/Irregular Attendance.

Parent/Whānau responsibilities

Whānau have legal obligations to ensure their children attend school (Education and Training Act, s244). We expect whānau to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments or trips outside of school hours or during school holidays where possible
- Work with us (school) to manage attendance concerns

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 on their own attendance
- report regularly to parents on attendance of their child.

School Procedures

Principal and Senior Leader Responsibilities

- 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.
- Senior staff and relevant personnel will be kept informed of serious student absence situations.
- Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.
- Patterns of attendance and specific interventions being used will be evaluated by the pastoral team/SLT termly to review outcomes and effectiveness of these interventions
- Senior leaders are responsible for monitoring overall student attendance, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations
- Students will be identified at the thresholds or at cusp of threshold so parents can make changes. Follow-up response actions will be tailored to the reasons for absence.
- Patterns of attendance and specific interventions being used will be evaluated by the SLT termly to review outcomes and effectiveness of these interventions
- Parents will receive student attendance data via termly updates.
- Outside agencies will be used as appropriate to support attendance.

Classroom teacher Responsibilities

- Classroom teachers are responsible for recording student attendance for their class each half day basis in the morning before 9am and in the afternoon before 2pm.
- Visiting teachers must record attendance on a paper roll and return this to the office for each session.
- If a parent has informed a teacher that their child will be absent for a specific reason, ie: tangi, appointment, holiday, class teachers will inform the Office.
- Class teachers are responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow-up on lateness and other attendance issues.
- .Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in student management system.

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance. Contact parents as soon as possible (ideally within 2 school days) and arrange meetings at the earliest convenience.

The attendance team meets regularly. Any attendance data related questions please contact the Deputy Principal. For all other Attendance queries please contact the school office.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, newsletters, website skool loop or other communication methods to set expectations and provide guidance to parents.</p>	<p>School board</p> <p>Principal</p> <p>Office Admin</p> <p>Senior Leadership Team</p>	<p>Expectations for student attendance and steps that will be taken to address attendance included in enrolment packs.</p> <p>Expectations and guidance for parents published on our school website.</p> <p>Weekly promotion of classes with best attendance</p> <p>Termly attendance updates in newsletters.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences.</p>	<p>Office Admin</p> <p>Attendance Support Worker</p> <p>Class Teacher</p> <p>Deputy Principal</p>	<p>Text based reminder to be sent from 9:30am for all unexplained absences.</p> <p>Non responses followed up by a phone call on the days the attendance support worker is in school.</p> <p>Class teachers make contact with parents and text or email for 2 days unexplained absence.</p> <p>Follow up call from attendance support workers for 3 days unexplained absence.</p>
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	<p>School leadership team</p> <p>School board</p>	Minimise disruptions to classroom learning time.
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Principal/Deputy/ Assistant Principal	Use our “welcome to school” hui with whānau when enrolling.
Escalate attendance issues as needed	<p>Seek more support as needed</p> <p>Develop support plans</p>	All staff as appropriate.	After 3 days unexplained absence and no contact escalate to Attendance Services.

	Involve other services, consider referral to Attendance Services		Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Deputy Principal.
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Students with less than 5 days absence

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Maintain contact details Identify all student absences Report regularly to whānau about their child's attendance	Administration team or in School attendance team	Follow-up all absences to confirm reason for absence. Termly letters generated by eTap to inform parents of current attendance percentage.
Provide students with regular updates on their own attendance	Certificates, praise postcards,	Class teachers, Senior leaders	Termly certificates include: less than 5 days absence, and no absence. Reward prize draw undertaken termly.

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

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning.	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents.	Attendance Support Worker Class teachers, Senior leaders	Record actions taken. If there is no action taken due to individual circumstance- record this against student record.
Support students to catch up missed learning where required	Identify missed learning objectives and consider notes or activities to bring student back up to speed.	Class Teacher	Discuss with student in class Check no internal assessments missed.
Use in-school resources as appropriate to remove barriers e.g. SWiS, nurse, uniform.	Contact SLT if barriers identified that the school could assist with.	In school attendance team / SLT	Parents and student provided access to additional resources. Consider SWiS, uniform, nurse appointments.

Between 5-9 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance.
For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.
If there is no action taken due to individual circumstance- record this against student record.

Students with less than 15 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	School leadership, and/or In school attendance team	Record actions taken. If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	School leadership, and/or In school attendance team	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan.	School leadership, and/or In school attendance team	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with Senior Leaders what further supports are available	In school attendance team / SLT	Parents and student provided access to additional resources. Consider SWiS, uniform, nurse appointments.
Between 10-14 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			
Students with greater than 15 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	School leadership	Record actions taken.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	Deputy Principal, Attendance Support Worker, Class Teacher	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed Participate in multi-agency response	Refer to Ministry of Education attendance services or other agencies Support access to services and collaborating with specialists	Deputy Principal	Before referral check all previous actions such as support plan are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return student to regular attendance
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations are not being met	Pastoral care team	Support plan in place Continue monitoring Steps taken to reintegrate student
Over 15 days absence, investigate reasons for this absence and refer to Deputy Principal for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			

Whānau Stepped Response Activities

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
Whānau	Whānau	Whānau	Whānau
<ul style="list-style-type: none"> • Ensure student attends every day they are able • Reinforce good attendance habits • Support other whānau to reinforce good attendance habits • Follow school attendance management plan and procedures 	<ul style="list-style-type: none"> • Return student to regular attendance • Contact school to discuss reasons for absence and impact on learning • Support student to catch up on missed learning • Engage in supports offered 	<ul style="list-style-type: none"> • Return student to regular attendance • Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan • Implement strategies at home 	<ul style="list-style-type: none"> • Return student to regular attendance • Engage in support plan • Participate in regular meetings