Stirling School

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Stirling Attendance Management Plan (AMP)

This plan will be published on the school website and included in enrolment information by Term 1, 2026.
It will be reviewed annually by the Principal and Board.
Effective Date : 2nd February 2026 Review Date : Term One 2026

1. Purpose
To ensure a consistent, transparent, and equitable approach to monitoring, recording, and improving student attendance, in line with the Stepped Attendance Response (STAR) framework and the Ministry of Education's 2026 Attendance Management Plan requirements.

2. Scope
Applies to all students enrolled at Stirling and all staff responsible for attendance, pastoral care, or leadership.

3. Legislative and Policy Context
• Education & Training Act 2020
• Education (School Attendance) Regulations 2024
• STAR Framework (Stepped Attendance Response) STAR
• Use of the Ministry-approved electronic Attendance Register (Edge) and official attendance codes.
• Compliance with any future Ministry updates to attendance regulations or STAR thresholds.

At Stirling School our attendance procedures ensure students are accounted for during school hours and activities as well as emergency events. This allows school staff to identify and respond to student attendance concerns. We recognise the importance of regular attendance to support student welfare and help students to achieve their educational potential.

4 Attendance Expectations and Whānau Notification

- 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 the Ministry of Education

- The board takes all reasonable steps to ensure that all students enrolled at Stirling School attend school when it is open
- Students are expected to attend school every day unless a valid reason exists.
- Whānau should notify the school by 9 a.m. on the day of absence.
- Unexplained absences are followed up by 10 a.m. and coded as unexplained until verified. This follow-up is by text message or phone call.
- Attendance expectations and support options are communicated at enrolment and at the start of each year.

We expect parents/guardians

- to notify the school as soon as possible if their child is going to be late or absent
- to arrange appointments and trips outside school hours or during school holidays where possible
- work with the school to manage attendance concerns.

5. Daily Attendance Procedures

- Attendance is recorded accurately by teachers in the SMS by 9:15 am and 1:30 pm daily
- If a relief teacher takes attendance manually, this must be submitted to the school office and the record is signed and retained
- The school provides attendance data to the Ministry of Education each day as required by the Education and Training Act 2020
- We monitor absence patterns using our SMS and notify parents of any concerns
- We record students as present or absent using the MoE Attendance Codes. An absence may be justified or unjustified
- If we have had no notification or response from parents when a student is absent, this is marked at Truant
- Teachers monitor patterns of absence and discuss with the Principal regarding further action
- If a student does not arrive at school or goes missing during the day, we check that there are no errors in the recording of attendance and then follow the **Missing Student Procedure.**

Weekly Attendance Procedures

- Identify students approaching Amber or Red
- Contact whānau to discuss issues impacting attendance
- Make suggestions for external support if required eg counsellor
- Make notification to Attendance Service for student if attendance reaches the Orange threshold (70%)

Termly Attendance Procedures

- Full attendance review and STAR classification.
- Report to the Board.
- Adjust supports and interventions as needed.

6. Category Description
Justified - Illness (with medical certificate where required), bereavement/tangi, exceptional family circumstances, school-approved activity.
The Principal may allow a student to be absent from school for up to 5 days if there is a justified reason for absence.
Unjustified - Truancy, parent/guardian choice without valid reason, no contact, or failure to provide evidence when requested.
For planned absences, requests must be made to the Principal at least 1 week before the planned event.
Attendance Code tree All absences are coded in the Edge/SMS using Ministry attendance codes.

7. STAR Thresholds and Responses
STAR

8. Medical Certificate Requirements
• 3+ consecutive illness days: medical certificate maybe requested
• Chronic medical condition: one GP/specialist note - updated as required.
If no certificate is provided when required, absence may be coded unjustified

9. Barrier Identification and Support
School will investigate causes of absence, including:
• Health or mental wellbeing concerns
• Transport or logistics issues
• Family/whānau circumstances
• Learning engagement or anxiety
• Financial hardship

Supports may include:
• Pastoral care meetings or home visits
• Flexible learning arrangements
• External agency referrals
• Counselling, mentoring, or peer support

10 Roles and Responsibilities
- Principal Oversees AMP implementation, monitors attendance trends, liaises with MoE Attendance Service
- Teachers Record daily attendance, communicate with whānau, initiate early interventions
- Office administrator manages daily follow-ups, record certificates, ensure documentation integrity
- Board Receives termly reports, reviews AMP annually
- Whānau Communicate absences promptly, participate in supports to improve attendance
- Students Attend regularly and engage in learning

11 Communication and Transparency

- Publish AMP and attendance expectations on the school website and enrolment materials.
- Share attendance expectations and STAR thresholds in newsletters
- Display visual reminders in classrooms and offices.
- Record attendance in mid-year and end of year reporting

12. Documentation, Data, and Reporting

• Maintain detailed records of attendance, reasons, medical certificates, and support plans.
• Keep attendance data in Edge/SMS
• Use the Attendance Monitoring Register to track STAR categories and actions. (SMS)
• Board receives termly attendance analysis.