



St Mary's Catholic School, Papakura
Attendance Management Plan 2025–2028

Effective: Term 1, 2026

Review Date: Term 4, 2028

1. Vision and Mission

Vision : Developing confident, connected, actively involved, lifelong learners, living in relationship with Christ.

Mission : Me Whakatotahi, Kia Maarama, Kia Pono, Ki Te Karakia – Together We Learn, We Pray, We Serve

Strategic Priorities and Alignment

Strategic Goal	Attendance Focus	Evidence of Success
<p>Taha Wairua Christian Witness – To fully participate in the evangelistic mission of the Church</p>	<p>To address conversations and inquiries with whānau and ākonga in a way that recognises and honours their human dignity.</p>	<p>Whānau are open to discussing challenges and the barriers to ākonga attendance. <i>This is evidenced as recorded in eTAP (our SMS) under “Caregiver Meetings” in the “Guidance” section.</i></p>
<p>Whānau To establish and nurture quality connections with our faith and school community</p>	<p>To establish and maintain a supportive, positive relationship and respectful communication with whānau</p>	<p>Conversations with whānau are positive and constructive. Attendance issues are solved collaboratively. Whānau are receptive to school contact and support <i>Evidence collected via termly whānau surveys on attendance management.</i></p>

<p>Tinana To encourage active participation and healthy life choices</p>	<p>To provide engaging physical activity which attracts children to attending school</p>	<p>Improved daily attendance Evidence measured via attendance data provided by MoE from data extracted from eTAP.</p>
<p>Hinengaro To inspire and build resilience and confidence in our tamariki</p>	<p>To provide emotional and mental support for children to build confidence and resilience to attend school daily</p>	<p>Ākonga show resilience in sharing problems and collaborating in the solutions. Improved daily attendance Evidence collected from biannual student and staff surveys about the impacts of Circle time and Zones of Regulation sessions in class.</p>
<p>Matauranga To build staff and students' capability and agency</p>	<p>To provide engaging learning programmes and establish academic success which motivates improved attendance</p>	<p>Ākonga are highly engaged and agentic in their learning and attend school regularly. Evidence collected from biannual student and staff surveys which elicits feedback on goal setting and engagement in teaching and learning.</p>

Attendance tracking :

By the end of 2024, 58% of students attended school regularly (90% of the term)

By the end of 2025, 63% of students attended school regularly (90% of the term)

Attendance Goals over the next 3 years :

2026 - 70% of all students attend school for 90% of the term

2027- 75% of all students attend school for 90% of the term

2028 - 80% of all students attend school for 90% of the term

Board Responsibilities

In accordance with the *Education and Training Act 2020* and the *Education (Attendance) Rules and Regulations 2026* the Board of Trustees will :

- **Take all reasonable steps** to ensure every student attends when the school is open for instruction.
- **Approve and publish** this Attendance Management Plan
- **Monitor attendance trends** termly through Principal reports (specifically STAR data and analysis of unjustified absence)

- **Ensure resourcing** and Professional Learning Development (PLD) support effective attendance systems.
- **Review the plan** every three years (or earlier if required)

Tumuaki/ Principal Responsibilities

The Principal leads the implementation of the **STAR (Stepped Attendance Response)** framework:

- **Lead the Culture:** Ensure the school environment is one where students feel they belong - WELCOMED - LOVED - INSPIRED
- **Data Integrity:** Ensure consistent daily use of SMS (eTAP) attendance codes, accuracy, and timely follow-up.
- **Intervention Leadership:** Personally lead all **Individual Attendance Plan (IAP)** meetings with whānau for students in the 'Concerning' or 'Serious' categories.
- **Communication:** Oversee weekly attendance messaging (newsletters/emails) and collaborate with the attendance officer to send formal letters for serious absences. Approves or declines requests for holiday leave during term time (coded as 'G' - Holiday, usually Unjustified).
- **Reporting:** Report attendance data, trends, and intervention actions to the Board each term.

School Procedures & Commitments

"We ensure attendance is tracked, monitored, and followed up accurately and consistently, in a way that upholds the mana of each whānau/ parent and ākonga/student."

Core Procedures:

- **Rolls:** Taken twice daily (e.g., 8:55 a.m. and 1:30 p.m.).
- **Lateness:** Students arriving after the bell must sign in at the office.
- **Absence Reporting:** Whānau must notify the school before 8:50 am (via App, Phone or Email).
- **Unexplained Absences:** Attendance Officer sends text notifications by **9:30 a.m.** and makes follow-up calls by **12:00 p.m.**
- **Code 'T' (Truant):** Recorded if no valid explanation is provided after follow-up.

School Roles:

- **Kaiako:** Welcomes students warmly when they return from absence ("We missed you," not "Where were you?").
Take rolls twice daily, identify emerging patterns (e.g. Mondays off) and communicate early concerns to whānau and report to the attendance officer/ SLT.

- **Attendance Officer:** Monitors daily codes, sends texts/calls/emails (letters are sent with the approval of / signed by the principal) and provides daily summaries to the principal. Establishes and maintains strong positive relationships with whānau/parents and ākongā/students.
- **Senior Leadership Team:** Reviews data weekly/fortnightly; supports Kaiako with 'Moderate' absence concerns. Communicates clearly and collaborates regularly with kaiako and whānau to find solutions and remove barriers to attendance.

Parent / Whānau Responsibilities

- **Ensure Attendance:** Ensure the child attends every day unless unwell or for a justified reason (e.g. bereavement).
- **Notify Early:** Contact the school by phone/email/text/ App before **8.50am** of the 1st day that the child will be absent.
- **Value Learning:** Avoid booking holidays during term time (coded as 'G' - Unjustified). Before booking a trip, make a written application to the principal for leave for the child to travel during term time.
- **Engage:** Respond to school communications and attend IAP hui if the child's attendance drops to 'Orange' or 'Red' levels.

Attendance Threshold Response Table (MoE STAR Framework)

This table aligns with the 2026 Ministry of Education requirements for Stepped Attendance Response.

Category (Days Absent per Term)	Definition / Threshold	School Response / Actions
Green (0 – 4 Days)	Regular Attendance (90% – 100%) <i>Occasional, justified absence</i>	Celebrate: Positive reinforcement in assembly/newsletters. Monitor: Kaiako records rolls accurately and looks for trends Notify: Auto-text sent for any unexplained absence by 9:30 a.m.
Yellow (5 – 9 Days)	Irregular Attendance (80% – 89%) <i>Early signs of concern</i>	Connect: Email or phone call home from Kaiako/Attendance Officer to "check in". Support: Identify barriers (health, transport) and work with whānau to eliminate barriers Review: Discussed in Team/Syndicate meetings. Report: Data included in Termly Board report.

<p>Orange</p> <p>(10 – 14 Days)</p>	<p>Moderate Absence</p> <p>(70% - 79%)</p> <p><i>Significant concern</i></p>	<p>Intervene: Personal phone call to whānau from Principal/DP.</p> <p>Hui: Individual Attendance Plan (IAP) meeting requested with whānau to discuss and set goals to be achieved within a month</p> <p>Formal Letter: Sent to confirm the meeting and shared goals (email and hard copy)</p> <p>Monitor: IAP goals monitored weekly with check-ins where necessary.</p> <p>Review: after a month. Close or set new goals</p>
<p>Red</p> <p>(15+ Days)</p>	<p>Chronic Absence</p> <p>(Below 70%)</p> <p><i>Severe disengagement</i></p>	<p>Escalate: Immediate whānau meeting led by Principal. Home visit by principal and attendance officer if necessary/ possible.</p> <p>Multi-Agency: Referral to Attendance Service (ASA) or Oranga Tamariki if safety is a concern (these actions are discussed with whānau).</p> <p>Board: Specific reporting to the Board.</p> <p>Persist: Ongoing pastoral support and regular contact from school maintained despite absence.</p>

Legislative Compliance

This plan ensures St Mary’s Catholic School meets the requirements of:

- *Education and Training Act 2020*
- *Education (Attendance) Rules and Regulations 2026*
- *Ministry of Education Attendance Service Protocols*

Updated: January 2026

Next Review: November 2028