

# Te Waotu School Attendance Management Plan & 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 can 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.

## Board Responsibilities:

As required by the Education and Training Act 2020 (s35), all students between 6 and 16 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 our school's website

### **Principal Responsibilities**

The principal 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.
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives

### **Procedures | Supporting documentation**

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

### **Monitoring**

The Principal & Office Administrator 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

*Te Waotu School - Attendance Management Plan – February 2026*

### **Legislative compliance | Legislation**

[Education and Training Act 2020](#)

Ministry of Education - [Attendance Management Plans](#)

School Docs - [Attendance](#)

**Reviewed:** February 2026 **Next Review:** February 2027 **Presiding Member**

**Principal**

## **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. 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**

Families have legal obligations to ensure their students attend school (Education and Training Act, s244). We expect families to:

- notify Te Waotu 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 the school to manage attendance concerns

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### **School Responsibilities**

Te Waotu School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with our school community and staff are responsible for reminding our community of these expectations.

### **School Procedures**

## **Principal Responsibilities**

The principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register and the follow-up procedures for non- attending students.

The Senior Leadership Team is responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. The Principal and Office Administrator 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 SLT termly to review outcomes and effectiveness of these interventions.

## **Teacher Responsibilities**

1. Roll to be taken by the BEFORE 9.15am.
2. Any student who arrives late to school is to report to the School Office to sign in the book provided
3. Should a student arrive in class after the roll has been taken, ask if they have reported to the Office - If they haven't, they MUST report to the School Office.
4. Afternoon roll must be taken BEFORE 1.45pm.
5. If a parent has informed you that their child will be absent for a specific

reason, ie: tangi/funeral, appointment, holiday, please forward any communication or inform the Office.

**Office Responsibilities**

1. The Office Administrator checks phone messages and emails and takes phone calls of absences in the morning.
2. The Office Administrator checks all classes' attendance on eTAP from 9.15am.
3. Any children marked with a ? are then followed up with a text via eTAP
  - b.) When replies are received, the Office Administrator updates the absence with the appropriate code.
  - c.) If no reply is received by 10.30am an email will be sent to parent/ caregiver contact details. If no information is received by the afternoon roll, the child is marked as Truant.
4. The Office Administrator will check the afternoon roll from 1.45pm.

*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 the student management system.*

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**School Stepped Attendance Response Activities - stepped attendance response for responding to individual student absence.**

| Good Attendance<br>(Regularly attending)         | Worrying Attendance<br>(Irregular absence)       | Concerning Attendance<br>(Moderately Absent)     | Very Concerning Attendance<br>(Chronic 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                  |
| We request that parents/caregivers /w hānau will | We request that parents/caregivers /w hānau will | We request that parents/caregivers /w hānau will | We request that parents/caregivers /w hānau will   |

|   |  |   |   |
|---|--|---|---|
| <ul style="list-style-type: none"> <li>● Ensure student attends every day they are able</li> <li>● Reinforce good attendance habits</li> <li>● Support all stakeholders to reinforce good attendance habits</li> <li>● Follow school attendance management plan and procedures</li> </ul> | <ul style="list-style-type: none"> <li>● Return student to regular attendance</li> <li>● Contact school to discuss reasons for absence and impact on learning</li> <li>● Support student to catch up on missed learning</li> <li>● Engage in supports offered</li> </ul> | <ul style="list-style-type: none"> <li>● Return student to regular attendance</li> <li>● Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan</li> <li>● Implement strategies at home</li> </ul> | <ul style="list-style-type: none"> <li>● Return student to regular attendance</li> <li>● Engage in support plan</li> <li>● Participate in regular meetings</li> </ul> |
| Te Waotu School will  | Te Waotu School will   | Te Waotu School will  | Te Waotu School will  |
| <ul style="list-style-type: none"> <li>● Communicate with necessary stakeholders about every</li> </ul>   | <ul style="list-style-type: none"> <li>● Contact parents to discuss reasons for absence and</li> </ul>   | <ul style="list-style-type: none"> <li>● Contact parents to escalate concerns</li> </ul>  | <ul style="list-style-type: none"> <li>● Contact parents to inform of escalated response</li> </ul>   |

|   |  |  |  |
|---|--|--|--|
| <p>absence</p> <ul style="list-style-type: none"> <li>● Maintain contact details of all parents</li> <li>● Provide students with regular updates on their own attendance</li> <li>● Report regularly to our school community on attendance</li> </ul> | <p>impact on learning</p> <ul style="list-style-type: none"> <li>● Support student to catch up missed learning where required</li> <li>● Use in-school resources as appropriate to remove barriers, eg: DP, SENCO</li> </ul> | <ul style="list-style-type: none"> <li>● Hold meeting to analyse reasons for absence and to collaborate on a support plan</li> <li>● Develop and implement a support plan tailored to the reasons and circumstances</li> </ul> | <ul style="list-style-type: none"> <li>● Request support from Local Attendance Service or other agencies as needed</li> <li>● Participate in multi-agency response</li> <li>● Maintain implementation</li> </ul> |
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[1] “Regular attendance” means attending more than 90% of a term, or 9 days in a

fortnight

# 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**.

