

Attendance Monitoring Plan 2026

STAR Framework

Goal

Increase the percentage of students attending 90% or more of the time from 50% to 65% by the end of the school year.

Set Expectations

Objective: Clearly define and communicate attendance expectations to students, whānau, and staff.

Expectations of Whānau

- Each child is required to attend the kura daily.
- School starts at 8.55am - all children are expected to be in their classrooms at this time.
- Absences are to be reported to the school attendance officer by text/ phone/ email/website.
- Any child absent for up to 5 days due to illness, a medical certificate is to be provided by the whānau to the school.
- Any unexplained absences - whānau will receive either a phone call or text from the school, so we can understand the reasons why.

Ongoing unexplained absences and lateness the Attendance Officer will arrange a meeting between whānau and the tumuaki.

The School Will

Objective: Share school-wide target (65%) in assemblies, newsletters and social media.

- ➢ Include attendance goals and policies in student handbooks and enrolment materials.
- ➢ Staff to consistently reinforce the importance of attendance during interactions with whānau (and with children).

Track Attendance

Objective: Monitor attendance rigorously and use data to identify trends and intervene early.

- ➢ Implement a real-time dashboard (HERO) showing weekly attendance at the class and individual levels.
- ➢ Review data in the leadership hui (weekly) and the Attendance hui (fortnightly).Decide upon necessary actions.
- ➢ - Identify students at risk (<90%):
  - Tier 1: 80–89%
  - Tier 2: 70–79%
  - Tier 3: Below 70%
- ➢ Harakeke Hub - each student to have an Individual Attendance Plan - mid and end of term. Attendance shared with learners at these points.

Address Barriers

Objective: Understand and remove the reasons behind low attendance.

Each term - unexplained and ongoing absences.

Our school approach will be to

- ➢ Internally identify and track Tier 1 students.
- ➢ Identify tier 2 and 3 students, make contact with whānau about attendance levels.

- ➢ Develop individual support plans for Tier 2 and 3 students in consultation with whānau.
- ➢ Collaborate with external agencies when persistent absence is linked to complex family issues.

Reward Improvement

Objective: Recognise and celebrate attendance improvement to motivate learners - classroom teachers to decide on the rewards. Examples of these are:

- ➢ Certificates for students reaching 90%+
- ➢ Prizes for most improved attendance
- ➢ Class-level competitions (e.g., pizza party for best weekly attendance)
- ➢ Involve student voice in designing rewards and incentives.

Monitoring and Evaluation

How we'll track progress:

- ➢ Fortnightly data reviews to monitor Tier 1-3 attendance.
- ➢ Termly evaluation of STAR actions and impact with SLT and the Attendance Officer
- ➢ Adjust plan based on mid-year review (e.g., if particular year groups need more support)

Who is responsible?

Board Responsibility - The Board of Trustees is responsible for ensuring all reasonable steps are taken to ensure students attend school when open for instruction. This includes:

- approving and reviewing the Attendance Management Plan
- ensuring a stepped response system is implemented
- receiving and monitoring termly attendance data from the Principal (Every Day Matters and HERO)
- supporting the Principal to address systemic barriers to attendance
- publishing this plan and reviewing progress annually.

Tumuaki – Overall coordination

SLT - Weekly Hui - attendance being a core focus

Hub Leaders – Daily check-ins/ weekly review of attendance with learners

Attendance Officer – Daily attendance procedures, data tracking and follow-ups

Attendance Service - Life to the Max – Barriers support and home visits

Classroom Teachers - Teachers complete the attendance register b y 9.20am and 1.45pm daily. The Attendance Officer checks registers daily and texts parents by 9.30am.

Whānau - To contact the school as soon as possible regarding any absences. This includes for sporting, bereavement or holiday purposes, as well as sickness. If a child is ill for three days or more a medical certificate is to be obtained for school records.

School Requirements

STAR expectations to be implemented in 2026:

Up to 10 days absent: Schools contact parents or guardians to discuss reasons for the absence and discuss expectations for improved attendance.

Up to 15 days absent: School leadership meets with the student and their family to identify barriers to attendance and develop a plan to address them.

Over 15 days absent: The case escalates to the Ministry of Education, and legal actions, such as prosecution of parents, may be considered if appropriate support has been offered and not taken up.

Less than 5 days of absence in a school term	Up to 10 days' absence in a school term	Up to 15 days' absence in a school term	15 days' absence in a school term
Attendance register completed by 9:30 a.m. and 1.45pm p.m. Daily check by Attendance Officer; SMS sent by 10 am Contact details up to date Regular attendance feedback provided Attendance level sent twice yearly Whānau informed regularly	Attendance register completed by 9:30 a.m. and 1.45pm Daily check by office manager; SMS sent by 10 am Contact details up to date 1st Attendance Letter sent 2nd Attendance Letter after 5 days if no improvement Barriers to attendance addressed	Attendance register completed by 9:30 a.m. and 2:00 p.m. Daily check by Attendance Officer; SMS sent by 10 am 2nd Attendance Letter sent ASA Report completed after 5 days Transition meeting held Ministry support requested	Attendance register completed by 9:30 a.m. and 1:45pm. Daily check by Attendance Officer; SMS sent by 10 am Final warning letter sent Plan implemented and monitored Ministry prosecution considered Truancy ROC completed Possible unenrolment after 21 days

*1st Attendance Letter
*2nd Attendance Letter
*Final Letter

Reviewed: January 2026 **Next review:** January 2027

Approved By: *Shannon School | Te Kura o Hanana Board of Trustees*