PARKSIDE
ADVENTIST CHRISTIAN SCHOOL

Attendance Management Plan

Strategic Priorities

Our attendance management plan outlines how we monitor student attendance and respond to student absences. Our plan has regard to Ministry of Education attendance guidelines, including the stepped attendance response (STAR), and is reviewed and updated in line with regulations.

Our **Attendance Plan** sets out

- Why attendance is a priority for our school
- Legal requirements about attendance
- Our expectations of students, parents and our school staff

Our **Attendance Procedures** set out

- How we manage attendance in our school
- How we identify concerning attendance
- How we respond to absences

Our school's **monitoring and assurance process** sets out

- How we monitor and review the impact of our actions

Board responsibilities

At Parkside Christian SDA School, we recognize that regular attendance at school is crucial for student achievement. The board ensures we meet all legislative and regulatory requirements around student attendance, including recording and monitoring attendance and following up absences and attendance concerns. We expect students and their parents/guardians/caregivers to work with us to make sure students attend school regularly.

Students are required to attend school whenever the school is open (Education and Training Act, s 36), with some exceptions.

Principal responsibilities

As required by the School Attendance Rules 2025 (published under section 237A of the Education and Training Act 2020) and the Education (School Attendance) Regulations 2024, the principal ensures that the school:

- keeps attendance records for each student enrolled at the school for each half-day that it is open for instruction
- has an absence notification process to enable the accurate and timely collection of attendance records
- uses a Ministry-approved Electronic Attendance Register (eAR) unless exempt
- uses Ministry-approved attendance codes to record attendance or absence for each student for each half-day the school is open for instruction. provides these attendance records to the Secretary of Education at the end of each school day.
- Accurate recording of student attendance ensures all students are accounted for during school hours, EOTC activities, and emergency events, and provides information to help identify and respond to student attendance concerns.
- If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated (e.g. if a student has gone home due to illness) and notify parents/guardians/caregivers in a timely manner so they can respond. If there is reason for concern, we follow our missing student procedure.
- We work with students, parents/guardians/caregivers, staff, and external agencies where needed to identify any barriers to attendance, develop a plan to support attendance and learning, and improve student attendance at our school.
- The principal reports to the board on attendance trends, barriers, and interventions, including by sharing the termly Every Day Matters report.
- We ensure that all attendance-related procedures, documentation, and records comply with privacy requirements. We keep attendance records for the length of time required by the School Records Retention and Disposal Schedule.

Parent responsibilities

As attendance is a shared responsibility, our school communicates with parents/guardians/caregivers and students about attendance requirements and expectations. The school monitors attendance and updates students and parents regularly.

- Parents/guardians are legally required to make sure their enrolled student attends school every day the school is open (Education and Training Act, s 244).
- We expect students and their parents/guardians/caregivers to communicate and work with the school to ensure regular attendance. We ask parents/guardians/caregivers to contact us as soon as possible to discuss anything that may be a barrier to student attendance and/or to make any requests for exemptions.
- Parents/guardians /caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent or late. A reason must be provided for absence to enable the school to code the absence correctly. The school will contact the parents/guardians/caregivers directly if no explanation is provided for the student absence.
- If a student is absent for medical reasons for three days or more, the school may request a medical certificate.
- Students are not allowed to leave the school during school hours unless permission is requested by parents/guardians/caregivers and given by the school. The student must sign out at the office.

Legislative compliance/ Legislation

Education and Training Act 2020

Education Attendance rules

Education Attendance Management Plan regulations (yet to be passed)

Our school uses the Stepped Attendance Response (STAR) to guide when and how we respond to absences.
See the Stepped Attendance Response (STAR) below for a detailed response. It sets out expectations on how schools, Parents/guardians, the Ministry and system partners respond to absence. The STAR defines four absence thresholds: fewer than 5 days, 5 to 9 days,10-14 days, and 15 or more days a term. These thresholds provide a nationally consistent structure for identifying and responding to absence. Parkside uses them to guide their attendance responses.

Individual Student Attendance activities

Individualised student responses to absence thresholds

Less than 5 days absence in a school term

Parents/Guardians

- Ensure student attends every day they are able
- Reinforce good attendance habits
- Support other parents to reinforce good attendance habits
- Open communication with school
- Follow school attendance management plan and associated policies and processes

Schools

- Communicate with parents about every absence
- Maintain contact details of parents
- Provide student with regular updates on their own attendance
- Report regularly to parents on attendance of their child
- Support student:
  - attending school
  - to continue learning if unable to attend school every day, including using Ministry approved well-being or transitional plans, or health schools where appropriate
  - to access other education pathways where appropriate

Up to 10 days absence in a school term

Parents/Guardians

- 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

Schools

- Contact parents to discuss reasons for absence and impact on learning
- Support student to catch up missed learning where required
- Use in-school resources as appropriate to remove barriers e.g. counsellor, alternative timetables, PB4L

Up to 15 days absence in a school term

Parents/Guardians

- Return student to regular attendance
- Participate in meeting with school to analyse reasons for absence and to collaborate on a support plan
- Implement strategies at home

Schools

- Contact parents to escalate concerns
- Hold meeting to analyse reasons for absence and to collaborate on a support plan
- Develop and implement a support plan tailored to the reasons and circumstances around the child's absence
- Use in-school resources as appropriate to remove barriers and request support from Attendance Service or other agencies as needed

15 days or more of absence in a school term

Parents/Guardians

- Return student to regular attendance
- Engage in support plan
- Participate in regular meetings

Schools

- Contact parents to inform of escalated response
- Request support from Attendance Service or other agencies as needed
- Participate in multi-agency response
- Maintain implementation and monitoring of support plan
- Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up
- Unenroll if student will not be returning to school

Ministry of Education

Attendance Service

- Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes:
  - agreeing changes to be made,
  - addressing some unmet basic needs impacting on attendance, and
  - referring students to other services as necessary
- Collaborate with schools so that
  - they remain engaged as plans are developed and implemented, and
  - they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn

Regional and National teams

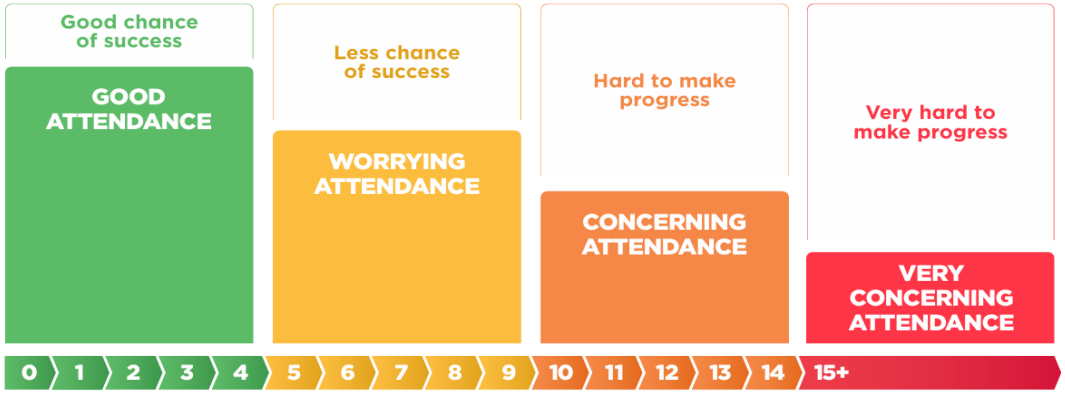
- Facilitate involvement of other agencies
- Support schools to access other education pathways for a student where appropriate
- Consider system-wide initiatives for high-risk attendance
- Reprioritise regional support resources to where most needed/effective
- Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools

Procedures/Monitoring: Summary of our Attendance Management Plan

In line with the government's target of 80% of students regularly attending school by 2030.

We're currently at **71.75%** Regular attendance[1] by Term 4, YEAR 2025 ➡ Our school has a target of 80% Regular attendance in Term 4, YEAR 2026

Our school uses the Stepped Attendance Response (STAR) to guide when and how we respond to absences.



Our **Attendance Management Plan** sets out

- Why attendance is a priority for our school
- Legal requirements about attendance
- Our expectations of students, parents and our school staff

This includes

- How we manage attendance in our school
- How we identify concerning attendance
- How we respond to absences at different thresholds
- How we monitor and review the impact of our actions
- How we give the Board assurance that the school is managing attendance effectively

If your child is regularly attending, you can expect	If your child has some absences, you can expect	If your child has many absences, you can expect	If your child has a lot of absences, you can expect
We will stay in regular contact with you about your child's attendance. We will follow up to find out the reason when they aren't at school.	We will work with you to identify any barriers to attendance. We may provide support to help them catch up and stay on track.	We will work with you to develop a plan to support their attendance and learning. We may seek support of the Attendance Service or other agencies to remove barriers to attendance.	We will continue to work with you to implement the plan to support their attendance and learning. We will seek support of the Attendance Service or other agencies to support their return to school.

[1] "Regular attendance" means attending more than 90% of a term, or 9 days in a fortnight

Reviewed: 9 February 2026	Next review: February 2027