MATAMATA PRIMARY SCHOOL

Attendance Management Plan

Including supporting STAR procedures

STRATEGIC PRIORITIES

At Matamata Primary School we understand that regular attendance is closely linked to student achievement and wellbeing.

For 2026, MPS strives to achieve 75% of students attending regularly that is to attend school more than 90% of the time.

- ***Good/Regular Attendance:*** students who have been to school for more than 90% of a term - or only have 5 days absenteeism over a 10 week term.
- ***Worrying/Irregular Attendance:*** where students attend school more than 80% and up to 90% of a term.
- ***Concerning/Moderate Attendance:*** where students go to school more than 70% and up to 80% of the term.
- ***Very Concerning/Chronic Attendance:*** where students attend school 70% of less of the term.

Our school currently has 70% regular attendance over the course of the year and a target of lifting regular attendance to 75% by the end of 2026.

BOARD RESPONSIBILITIES

The Board of Trustees ('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*
- *barriers to student attendance, and*
- *publishing this attendance management plan on the 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 (see below)*
- *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, and*
- *report to the board on any trends, barriers to attendance and interventions being used to support student attendance.*

PARENT / WHĀNAU RESPONSIBILITIES

Parents and whānau are responsible to:

- *ensure students attend every day they are able*
- *reinforce good attendance habits, taking responsibility for getting their children to school*
- *open communication with the school and*
- *follow the school's attendance management plan and associated attendance policies and procedures.*

SCHOOL RESPONSIBILITIES

Matamata Primary School is responsible for:

- *clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term. If need be, collaboratively put together an attendance support plan* ***(Deputy Principal/whānau)***
- *On student school reports (July and December) student attendance is shared with parents and students (this creates student agency)*
- *communicate to parents what steps the school will take if the student is absent from school*
- *monitor student attendance using E-tap's Attendance reports (STAR)*
- *provide students with regular updates on their own attendance and*
- *report regularly to parents on attendance where the student/s are falling into the 'worrying/concerning' attendance rates.*

MONITORING

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 Board consideration.

The school community will receive termly attendance reporting via our usual channels of communication.

LEGISLATIVE COMPLIANCE / LEGISLATION

Education and Training Act 2020

Education Attendance rules

Education Attendance Management Plan regulations (yet to be passed)

REVIEW

The review will take place as soon as the Principal and Deputy Principal (responsible to attendance) receive the Every Day Matters report. The Deputy Principal will review the data on E-Tap (STAR attendance data) weekly.

In relation to STAR, our kura may use the Ministry of Education resource "Communicating With Parents" about attendance to support communication with families/whānau and if required, escalation of attendance concerns.

ATTENDANCE MANAGEMENT PROCEDURE – STEPPED ATTENDANCE RESPONSE

Good Attendance *Less than 5 days absence in a school term (90% - 100%)*	**Worrying Attendance** *Up to 10 days absence in a school term (between 80% - 90%)*	**Concerning Attendance** *Up to 15 days absence in a school term (between 70% - 80%)*	**Very Concerning Attendance** *15 days or more absence in a school term (below 70% attendance)*
School Actions *(including those accountable / responsible)*			
● Daily communicate with families about every **unexplained** absences. ***(Office Admin)*** ● Maintain contact details of all parents. ***(Office Admin)*** ● SMS (etap) case management system to monitor attendance. ***(Office Admin & DP)*** ● Share and celebrate with students at the end of each term, on their own attendance. ***(Kaiako)*** ● Report termly to school community Every Day Matters attendance reports. ***(DP)*** ● Support students and families transitioning into school for part of the day by using MOE approved wellbeing or transitional plans, and to continue developing pathways for full day attendance. ***(DP & Kaiako)*** ● Positive Reinforcement: - Recognise improvements in attendance with praise or small incentives. - Celebrate progress publicly or privately, depending on student preference. ***(Kaiako/Leadership)***	● After 3 days absent, contact parents to discuss reasons for absence and how they can help. ***(Kaiako)*** ● Support student to catch up missed learning where required. ***(Kaiako)*** ● When families go away on a break during term time, students will be coded as 'F' working on our online platforms such as Writers toolbox, Reading Eggs. ***(Office Admin)*** ● Use in-school resources as appropriate to remove barriers, eg: Principal, Deputy Principals ● Twice termly at syndicate meetings, discuss attendance across the syndicate and who needs closer monitoring. ***(Kaiako, Syndicate Team Leader)*** ● Attendance box for syndicate meetings to record worrying students. ***(Kaiako, Syndicate Team Leader)***	● First: Contact parents via the school attendance letter to escalate concerns. ***(Office Admin)*** ● Second: Contact Attendance Services (Starfish Social Services) to potentially reach out to parents to offer support before attendance becomes a further issue (Red). Phone call to Attendance Services at this point). ***(DP)*** ● Hold meeting to analyse reasons for absence and to collaborate on a support plan. ***(DP)*** ● Develop and implement a support plan tailored to the reasons and circumstances around the child's absence. Load this onto AS-CMS and give E-Mail copy to Attendance Services. ***(DP)*** ● Use in-school resources as appropriate to remove barriers. ***(Kaiako, DP)*** ● Request support from Attendance Services or other agencies as needed. ***(DP)***	● Referral to attendance services using AS-CMS online form for them to contact parents to inform of escalated response. Copy in Kaiako. ***(Attendance Services)*** ● Participate in multi-agency response. ***(Agencies as required, DP)*** ● Maintain implementation and monitoring support plan. ***(Attendance Officer, Deputy Principal)*** ● Undertake school-led prosecution, or request MOE led prosecution, when considered appropriate if supports are offered and not taken up. ***(Principal)*** ● Unenrol if student will not be returning to school. ***(Principal, Office Admin)***

SCHOOL PROCEDURES

The Principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non- attending students. At MPS this responsibility is carried out by Office Admin.

- Classroom/ tutor/ Ako teachers are responsible for recording student attendance for their class twice daily - **Morning:** by 9:15 and **Afternoon:** by 1:45. Classroom teachers will utilize the MOE Attendance Codes.
- Office Admin will monitor and follow-up on lateness and other attendance issues. Where there are concerns, the admin officer will inform the Deputy Principal responsible for attendance.
- Parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious students. This will be done fortnightly at leadership meetings and termly at syndicate meetings.
- Parents where worrying absenteeism is evident, will receive attendance data via weekly emails (Office Admin).
- Outside agencies (Starfish Social Services) will be used as appropriate to support attendance.
- 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 leadership and the BOT informed of outcomes and effectiveness of these interventions.

FURTHER STRATEGIES TO IMPROVE ATTENDANCE

We, as a school, actively promote a high level of attendance. We are a **PB4L** school where we work on the principles of positive reinforcement. Below are many of the activities and events we have implemented to make school a fun place to be at and, therefore, help with attendance:

- Introducing ‘Value Cards’ and weekly prize draws.
- Surveying students as to what they would like to have in the school.
- Installed a scooter track.
- Made two ‘Thunderball’ pits.
- Installed two Futsal arenas.
- Opened a **Maker Space** area for classes to explore and be creative.
- Introduced ‘Chickens’ for students to interact with and care for.
- Created the turf area where students can play games such as Pickleball, basketball and other games.
- Installed a cricket net to encourage those students with a cricketing passion.
- Promoted the Arts by running a rock band as well as school productions.
- Introduced a ‘Boys’ club (BB Edge) to help support boys learning.
- Trolley derby family event.
- Sporting exchanges.

- Students need to have 80% attendance to be able to participate in school events (e.g: Interschool events, sports exchanges), however this is a ‘One Size fits One’ review of individual attendance as reasons can differ.



