



## Attendance Management Plan and supporting STAR procedures-

### Strategic Priorities

Regular school attendance is vital to developing capable leaders and learners who strive for excellence in a supportive, caring and challenging environment.

Our Government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki 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 202 (s35), all students between six and sixteen 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 the 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 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
- ensuring that student absence is investigated, responded too and actions taken are recorded/ aligned with the thresholds
- ensuring all students, whanau and staff understand the processes and procedures that support student attendance
- Reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance.
- providing 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 will maintain reporting of daily attendance data.

Students with exemplary data will be acknowledged and celebrated

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.

## Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance Rules](#)

[Education \(School Attendance\) Regulations 2024](#)

Reviewed: Feb 2026

Next review: Feb 2027

## Attendance Management Procedure- Stepped Attendance Response

Success would look like an increase in 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 by focusing on these students and whānau with Worrying/Irregular Attendance.

## Parent/Whanau responsibilities:

Whānau have legal obligations to ensure their tamariki/ children attend school (Education and Training Act, s244). We expect whānau to:

- notify the 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 us (kura/ school) to manage attendance concerns

## School responsibilities

Our School has procedures to record and monitor attendance, and to identify and follow up on concerns. We share attendance expectations with tamariki and whānau, and staff are responsible for reminding our community of these expectations.

## School Procedures

### **Principal/ Tumuaki Responsibilities**

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.

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 team termly to review outcomes and effectiveness of these interventions

### **Teacher/ Kaiako Responsibilities**

1. Roll to be taken by the Teacher **BEFORE** 9.05am.
2. Any student who arrives late to school is to report to the office to be recorded on the student management system
3. Should a student arrive in class after the register has been taken, ask if they have reported to the Office. If they haven't, they **MUST** report to the office.
4. Afternoon roll must be taken **BEFORE** 1.30pm.
5. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
6. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance to inform the Office.

### **Office Responsibilities**

1. The Office Manager checks the texts and emails and takes phone calls about absences in the morning.
2. The Office Manager checks all classes' attendance on the Edge Student Management system from 9.05am.
3. Any children marked with a ? are then followed up by the Office Manager:
  - a. A call will be made to the caregiver of students marked with an?
  - b. When replies are received, the Office Manager updates the absence with the appropriate code.
  - c. If no reply is received, the child is marked as Truant.
4. The Office Manager or Principal will check the afternoon roll from 1:45

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.

## School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning 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
Whānau	Whānau	Whānau	Whānau
<ul style="list-style-type: none"> <li>• Ensure the student attends every day they are able</li> <li>• Reinforce good attendance habits</li> <li>• Support other whānau to reinforce good attendance habits</li> <li>• Follow the school attendance management plan and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Return the student to regular attendance</li> <li>• Contact the school to discuss reasons for absence and the impact on learning</li> <li>• Support the student to catch up on missed learning</li> <li>• Engage in the support offered</li> </ul>	<ul style="list-style-type: none"> <li>• Return the student to regular attendance</li> <li>• Participate in meetings with the 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 the student to regular attendance</li> <li>• Engage in a support plan</li> <li>• Participate in regular meetings</li> </ul>
Kura	Kura	Kura	Kura
<ul style="list-style-type: none"> <li>• Communicate with whānau about every absence</li> <li>• Maintain contact details of all parents</li> <li>• Provide students with regular updates on their own attendance</li> <li>• Report regularly to whānau on attendance of</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents to discuss reasons for absence and impact on learning</li> <li>• Support the student to catch up on missed learning where required</li> <li>• Use in-school resources as appropriate to remove barriers, eg: counsellor,</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents to escalate concerns</li> <li>• Hold a 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>• Contact parents to inform of escalated response</li> <li>• Request support from the Attendance Service or other agencies as needed</li> <li>• Participate in a multi-agency response</li> <li>• Maintain implementation</li> </ul>