



## Attendance Management Plan and supporting STAR procedures

### Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.

Our school currently has 73% (¾ 2025) 63% (4/4 2024) regular attendance and a target of lifting regular attendance to 80% by the end of 2026.

### Board responsibilities

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
- 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.

### Procedures/supporting documentation

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

### Monitoring

- The principal 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.

### Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: October 2025

Next review: October 2028

## Attendance Management Procedure- Stepped Attendance Response

We recognise the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and respond to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff an external agency, where necessary to improve our levels of student attendance

### Parent/Ehanau responsibilities

- ensure students attend every day they are able
- reinforce good attendance habits
- open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedures.

### School 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.

Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Home Group teachers are responsible for recording student attendance to their class on a half day basis.

Home Group teachers are responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow-up on lateness and other attendance issues.

Leadership Team are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. The Leadership Team and relevant personnel will be kept informed of serious student absence situations.

Parents will receive student attendance data termly.

Outside agencies 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 Team termly to review outcomes and effectiveness of these interventions

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold.

If you have any questions about our Stepped Attendance Response or procedures, please contact the Principal

### School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance. Contact parents and arrange a meeting as soon as possible.

Any attendance data related questions please contact the Principal

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents</p>	<p>Principal</p> <p>Leadership Team</p>	<p>Termly attendance features including updates on data in newsletters.</p> <p>Expectations and guidance for parents published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	Administration team	Phone calls to parents in regards to unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Leadership Team (new students during year)	Use our “welcome to school” hui with whanau at beginning of/during of year
<p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, consider referral to Attendance Services</p>	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with the Principal

**Students with less than 5 days absence**

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Home Group Teacher Principal Administration Team	Follow-up all absences to confirm the reason for absence. No action taken
Report regularly to parents on attendance of their child	providing termly notes on attendance to parents via email	Home Group Teacher	Updates sent to parents through termly notifications

**Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence. Any students already on the attendance list from the previous term will be identified by the Leadership Team.**

**Students with less than 10 days absence (5-9 days)**

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning	Contact the parent to discuss the reason for the absence and when the child will be returning	Home Group Teacher Leadership Team support where appropriate	Record actions taken in the Student Management System. If there is no action taken due to individual circumstance, record this against the student record.
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with Leadership Team what further supports are available	Home Group Teacher/ Leadership Team	

**Between 5-9 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.**

**Students with less than 15 days absence**

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent by phone call as required for escalation.	Home Group Teacher, and/or the Leadership Team	Record actions taken on the student management system If there is no action taken due to individual circumstance - record this against the student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meetings with the parents.	Home Group Teacher, and/or Leadership Team	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan	Home Group Teacher, and/or Leadership Team	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with Leadership Team what further supports are available	Home Group Teacher/ Leadership Team	

**Between 10-14 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance.**

**Students with greater than 15 days absence**

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	School Leadership	
Hold meetings with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meetings including parents and students (where appropriate). Consider who will be in attendance.	Leadership Team/Principal Home Group Teacher	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed  Participate in multi-agency response	Refer to Ministry of Education attendance services or other agencies  Support access to services and collaborating with specialists	Leadership Team/Principal decision	Before referral check all previous actions like support plans are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return student to regular attendance
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Leadership Team	Support plan in place  Continue monitoring  Steps taken to reintegrate student

**Over 15 days absence, investigate reasons for this absence and refer to the Leadership Team for further actions. Record all actions taken to address non-attendance.**

**Students taken for holidays during term time**

Activities	Practice	Responsible Person	Notes & Actions
Parents contact school by email to inform them they are taking their child on holiday during the school term	Email informing parent: <ul style="list-style-type: none"> <li>Requirement to record their absence on parent app for the dates they will be away</li> <li>No learning activities will be provided by the school as children are expected to do their learning activities at school when the school is open for learning</li> </ul>	Home Group Teacher  Principal	All parents notifying the school of a child's due to holiday in term time are sent an email from the Principal. Extended holidays require a meeting with the Principal