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, 90% of the time by 2030.

Our regular attendance data for 2025 was: 70% in Term 1, 56 % in Term 2, 79% in Term 3 and 75% in Term 4. We have a target of lifting regular attendance for all terms 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

- ensuring that all student absence is investigated, responded too and actions taken. Recording is aligned with the thresholds

- ensuring 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

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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

Insert here any relevant legislation this plan supports

Education and Training Act 2020

Education Attendance rules

Education Attendance Management Plan regulations (yet to be passed)

Reviewed: February 2026	Next review: February 2029

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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 response 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 and external agencies, where necessary to improve our levels of student attendance.

Parent/Whanau 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

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- communicate to parents what steps the school will take if the student is absent from school
- monitor student attendance
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

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.

Office Administrator with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Classroom teachers are responsible for recording student attendance to their class for each half day.

Classroom teachers are responsible for maintaining accurate and up-to -date records and supporting the attendance systems.

Office administrator monitors and follows up on lateness and other attendance issues.

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Student Management System – from 2026 HERO automatically emails Principal for 20 non-consecutive days absent and 20 consecutive days absent, students will be identified at these thresholds.

Parents will receive regular student attendance data through the HERO app and within reports. Parents will be contacted when student absences fall below 90% and a reason has not already been given. When requesting leave from school students projected attendance after leave taken will be shared.

Outside agencies will be used as appropriate to support attendance.

Patterns of attendance and specific interventions being used will be evaluated by the SLT 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. All actions taken to respond to absences will be recorded in HERO. If you have any questions about our Stepped Attendance Response or procedures, please contact our Principal

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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 asap (ideally within 2 school days) and arrange meeting for as soon as possible.

Day-to-day operations			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Classroom teacher Principal School board	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms. Work with parents and students, where appropriate.
Following up absences daily	Follow-up daily with parents any unexplained absences	Office Administrator	Phone call to all unexplained absences by 9:10am.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	

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Assess history of new students	When enrolling, identify issues or trends in attendance history.	Principal	1:1 interviews on enrolment. Contact previous school to discuss attendance.
Escalate attendance issues as needed **Develop support plans** **Involve other services, consider referral to Attendance Services**	Seek more support as needed	Principal or delegated SLT member. All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures.

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