

# Summary of our Attendance Management Plan

## Te Ara Koropiko West Spreydon School

This template is intended to support schools to create a summary of your attendance plan to share with your community.

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

We're currently at

Our school has a target of

52% → 70%

Regular attendance<sup>1</sup>  
for Term; 3, 2025

Regular attendance<sup>2</sup>  
for Term; 3, 2026

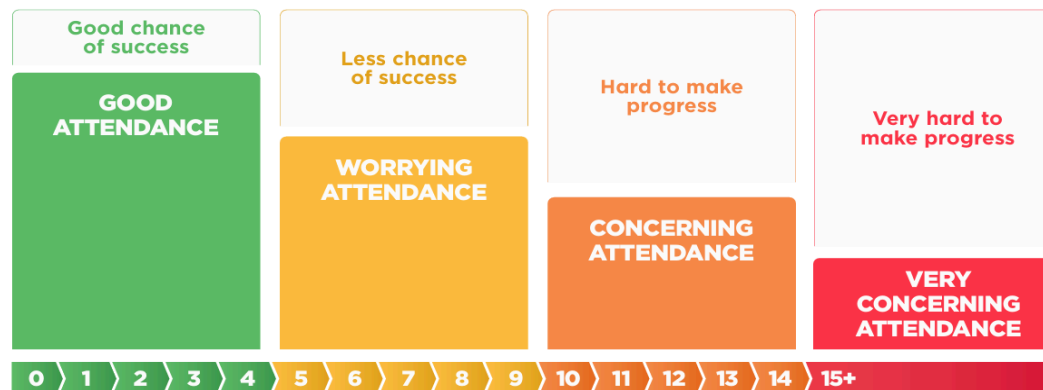
Our **Attendance Management Plan** sets out

- 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

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



**If your child is regularly attending, 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.

**If your child has some absences, you can expect**

We will work with you to identify any barriers to attendance.

We may provide support to help them catch up and stay on track.

**If your child has many absences, you can expect**

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.

**If your child has a lot of absences, you can expect**

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.

<sup>1</sup> "Regular attendance" means attending more than 90% of a term, or 9 days in a fortnight

<sup>2</sup> "Regular attendance" means attending more than 90% of a term, or 9 days in a fortnight