



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 strategic goals are aligned to encourage consistent attendance. See below:

- Attitude - Our kura; a place of belonging and identity for everyone. He iwi Kotahi.
- Adventure, Achievement - Deliver a curriculum that meets the needs of all ākonga/tamariki.

Our school currently has 52% regular attendance and a target of lifting regular attendance to 70% 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 to 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)- see below

Monitoring

The principal and SLT will maintain reporting of daily attendance data. A weekly summary is generated by Edge.

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 \(yet to be passed\)](#)

Created: November 2025

Next review: Term 1, Week 3, 2026

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/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
- report regularly to parents on attendance of their child
- actioning school stepped procedures to improve attendance.

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.

Non-teaching staff 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 for their class each half-day at 8.55 am and 1.30 pm.

Class teachers have responsibility for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow up on lateness and attendance patterns.

Team leaders are responsible for monitoring student attendance for their respective teams, ensuring that parents are informed of attendance concerns. Senior Leadership will be kept informed of serious student absence situations, for example, students who have been absent for more than 5 days per term.

Parents will receive student attendance data via weekly notifications on the parent portal/ termly updates.

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 discussed by the pastoral care team/SLT termly to review outcomes and effectiveness of these interventions.

Attached are 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 Edge. The pastoral care team meets three times per term. If you have any questions about our Stepped Attendance Response or procedures, please contact Senior Leadership.

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.

Pastoral care team meets three times per term. Any attendance data-related questions, please contact Rachael, the office administrator. For all other Attendance queries please contact Senior Leadership.

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 and other communication methods to set expectations and provide guidance to parents</p>	<p>Class teacher</p> <p>Team Leader</p> <p>Principal</p> <p>School board (through board newsletter)</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 Edge SMS) to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	Administration team	<p>Text based reminder to be sent from 9 am for all unexplained absences.</p>
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, ask parents about prior attendance history to identify issues.	Assistant Principal (new students during year or not in new entrants)	
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	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 SLT

Students with less than 5 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Identify all student absences	Administration team	Follow-up all absences to confirm the reason for absence.
Maintain contact details	Communicate these to parents		No action taken
Report regularly to parents on attendance of their child	Parents can access daily attendance through Edge parent portal	Administration team Parent	
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 attendance list from previous term will be identified by the pastoral care team at their weekly meetings.			
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	After 5 days send email to parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Class Teacher (Any concerns of next steps discussion options with team leader.)	Record actions taken in Edge or Pastoral Care. If there is no action taken due to individual circumstance - record this against student record. Follow-up to be within 2 schools days of meeting the threshold.
Use in-school resources as appropriate to	Contact pastoral care team if barriers identified that the school could assist with	Class teacher/ Pastoral care team	Parents and student provided access to additional resources. Consider kai, uniform, food for whānau
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. If there is no action taken due to individual circumstance- record this against student record.			

Students with less than 15 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Team Leader, and/or Senior leadership	Record actions taken in Edge/Pastoral Care. If there is no action taken due to individual circumstances, record this against the student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	Class Teacher, and/or Team Leader	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.	Team Leader	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 pastoral care team what further supports are available	Team leader	
<p>Between 10-14 days of 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.</p> <p>If there is no action taken due to individual circumstance, record this against the student record.</p>			
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 a meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting including parents and student/s. Consider who will be in attendance.	Team Leader and Senior Leadership	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed	Refer to Ministry of Education attendance services or other agencies	Pastoral care team decision	Before referral check all previous actions like support plan are in place.
Participate in multi-agency response	Support access to services and collaborating with specialists		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	Pastoral care team	Support plan in place Continue monitoring Steps taken to reintegrate student

**Over 15 days absence, investigate reasons for this absence and refer to Senior Leadership for further actions. Record all actions taken to address non-attendance.
If there is no action taken due to individual circumstance- record this against student record.**