

# 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 58.25% regular attendance and a target of lifting regular attendance to 65% by the end of 2026, 70% by the end of 2027, 75% by the end of 2028, 80% by the end of 2029.

Past % Attendance Rates (note: COVID lockdown period ignored)					
YEAR	Term 1	Term 2	Term 3	Term 4	Year %
2025	66	54	56	57	58.25
2024	52	44	48	49	48.25
2023	50	40	39	39	42
2022	41	35	35	29	35
2018	78	64	57	63	65.5

## 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 student absence is investigated, responded to and actions taken 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.

## Procedures/supporting documentation

**Attendance Management Procedure - Stepped Attendance Response (STAR)- see below**

## Monitoring

The principal/SLT 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. See example board report (Term 2, 2025) below.

## Legislative compliance/ Legislation

Education and Training Act 2020

Education Attendance rules

Education Attendance Management Plan regulations (yet to be passed)

# 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 and an external agency, where necessary to improve our levels of student attendance.

## Parent/Whānau 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. The Attendance Team based in the Student Centre will coordinate daily record-keeping (KAMAR) and follow-up.
- The Attendance Team with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.
- Subject teachers/CCM Companions are responsible for recording student attendance to their class each period/ half day basis.
- CCM Companions 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 attendance other attendance issues. CCM Companions will always be the primary "go-to" contact for students/whānau, supported by the Attendance Team and Deans.
- Deans/ Team Leaders/ Senior Leaders are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.
- Parents will receive student attendance data via fortnightly emails/ parent portal/ termly updates.
- Outside agencies will be used as appropriate to support attendance.
- Students will be identified at the thresholds and students/whānau will be advised. 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 pastoral team/SLT weekly in Monday Hui to review outcomes and effectiveness of these interventions. More in-depth solution hui will be called as required.
- Ongoing intervention strategies will be recorded and updated in KAMAR (Ongoing Care Notes - Attendance). Sensitive information will be restricted to the Confidential Notes section of KAMAR.
- 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 KAMAR. Any questions regarding our attendance procedure should be directed to the Pastoral Team/DP (Dean Rogers).

*We will always endeavour to work **WITH** students and whānau to find solutions to attendance issues.*

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

Pastoral care team meets Monday after school. Any attendance *data* related questions please contact Ella Watson. For all other Attendance queries please contact Shelley Knight.

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, conferences or other communication methods to set expectations and provide guidance to parents.</p>	<p>CCM Companion</p> <p>Principal/SLT</p> <p>Attendance Team</p> <p>BoT</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 KAMAR) to quickly identify all student absences and communicate these to parents.</p> <p>Follow-up daily with parents any unexplained absences.</p>	<p>Attendance Team</p> <p>CCM Companion</p>	<p>Text based reminder to be sent from 10 am for all unexplained absences.</p> <p>Phone follow up for at risk students/whānau.</p>
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning.	SLT	Clear and regular communication to whānau regarding issue of holidays during term time (HDTT).
Assess history of new students.	When enrolling, identify issues or trends in attendance history.	Dean/DP (new students during year or not in year 9).	<p>Use our "welcome to school" hui with whanau at beginning of year for year 9 students.</p> <p>Use ENROL to spotlight past patterns.</p>
<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.	<p>Staff are encouraged to escalate issues according to these procedures.</p> <p>If you are unsure, please discuss with a Dean or Dean Rogers (DP).</p>

## 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.	Attendance Team Admin Team (enrolments)	Follow-up all absences to confirm reason for absence. No action taken.
Provide students with regular updates on their own attendance.	Provide regular reporting via online portals and CCM/ classroom discussions.	CCM Companion	Updates sent to students and parents through fortnightly email and Portal.
Report regularly to parents on attendance of their child.	Provide fortnightly attendance report to parents via email.	Pastoral team.	Updates sent to students and parents through fortnightly attendance report.

**Between 0-4 days absence all absences need to be followed up by CM Companion 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.	Letter: Attendance Team Phone: CCM Companion (Any concerns of next steps discussion options with appropriate Dean).	Record actions taken in KAMAR. If there is no action taken due to individual circumstance- record this against student record - Ongoing Care Notes - Attendance. Follow-up to be within 2 schools days of meeting the threshold.
Support students to catch up missed learning where required.	Identify missed learning objectives and consider notes or activities to bring student back up to speed.	CCM Companion Subject Teacher/s	Discuss with student in CCM time - student to follow up with appropriate subject teachers. Check no internal assessments missed. (Yr11-13)
Use in-school resources as appropriate to remove barriers e.g. counsellor, uniform, bus pass (equity fund).	Contact Pastoral Team if barriers identified that the school could assist with.	CCM Companion/ Pastoral Team	Whānau and student provided access to additional resources. Consider bus pass, uniform, counsellor/ outside support appointments.

**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 whānau to escalate concerns.	Further contact with whānau. Phone call as required for escalation.  Further escalating email (use template)	Pastoral Team (Shelley/Dean/DP)	Record actions taken in KAMAR.  If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/ caregiver and student (where appropriate) to analyse reasons for absence. This could be Zoom or direct.	Arrange meeting including parents and student.	Dean and CCM Companion	Consider who is needed at this meeting, e.g. counsellor.
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 - coordinated by Dean.	CCM Companion/Dean	Take action quickly where expectations aren't being met. Record plan on KAMAR - Ongoing Care Notes - Attendance.
Use in-school resources as appropriate to remove barriers and request support from as needed.	Discuss with Pastoral Team what further supports are available.	CCM Companion/ Pastoral Team as required	Note any resources accessed in KAMAR.

***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. If there is no action taken due to individual circumstance- record this against student record.***

## Students with greater than 15 days absence

Activities	Practice	Responsible Person	Notes & Actions
Contact whānau to escalate concerns.	Further escalating email (use template).	Shelley/DP	
Hold meeting with parent/ caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	DP with Dean.	Plan to return student to regular attendance. Feedback to CCM Companion.
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.	Pastoral Team/SLT decision	Before referral check all previous actions like support plan are in place.  Resources and supports will continue to be provided as appropriate.  Reintegration plan in place to return student to regular attendance.  Check all documentation/records are up to date.
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 Team /SLT	Support plan in place  Continue monitoring  Steps taken to reintegrate student

***Over 15 days absence, investigate reasons for this absence and refer to dean and/or pastoral team 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.***