

# Attendance Management Plan



## Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government's target is that 80% of students will be regularly attending school by 2030. SMS data shows that we had 78.75% regular attendance in 2025. We aim to raise 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:

- Committing 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 thresholds to support student attendance.
- Ensure that student absence is investigated, responded to and actions taken are 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

Stepped Attendance Response (STAR)

## Monitoring

The principal will ensure that daily attendance data is reported.

The board will receive termly attendance reporting, including information from 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: December 2025

Next review: December 2028

# 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 school hours and allow school staff to identify and address attendance concerns.

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

We have annual targets for student attendance and work with students, parents and caregivers, staff, and external agencies, as needed, to improve 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 the steps the school will take if the student is absent.
- Monitor student attendance.
- Report regularly to parents on their child's attendance.

## School Procedures

The Office Administrator will manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students.

The Office Administrator 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.

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

Team leaders are responsible for monitoring student attendance in their respective groups and ensuring that parents are informed of any attendance concerns. The Principal will be kept informed of serious cases of student absence.

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 used will be evaluated by the leadership team to assess outcomes and the 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. If staff have any questions about our Stepped Attendance Response or procedures, they should contact the Principal.

## **School Stepped Attendance Response Activities**

Below is our stepped attendance response for individual student absences. Actions can be taken at any stage, and there is no requirement to wait for a student to reach a threshold before taking action to address non-attendance.

For any questions about attendance data, please contact the office administrator. For all other Attendance queries, 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 information, newsletters, the website or other communication methods to set expectations and provide guidance to parents.</p> <p>Ensure parent contact details are current.</p>	<p>Classroom teachers</p> <p>Principal</p> <p>School Board</p>	<p>Termly updates on data in newsletters.</p> <p>Expectations and guidance for parents are published on our school website.</p> <p>Expectations for student attendance and steps to address it are included in the enrolment information.</p> <p>Work with parents and students, where appropriate.</p>
Following up on absences daily	<p>Use the EDGE student management system to quickly identify all student absences.</p> <p>From 9.15 am and 1.30 pm, follow up on any unexplained absences with parents.</p>	Office Administrator	<p>Text reminder to be sent from 9.15 am for all unexplained absences.</p> <p>Phone call to immediate caregivers who have not responded to the text.</p>
Minimise disruptions to the school day and week.	School boards and school leadership prioritise school hours to be for learning.	Leadership team	
Assess the history of new students	When enrolling, identify issues or trends in attendance history.	Office Administrator to check for any attendance notes in ENROL.	Any issues identified are to be reported to the Principal.
<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, e.g., a public health nurse, a counsellor, local food banks, social workers, etc.	Leadership team	Staff are encouraged to escalate issues in accordance with these procedures. If unsure, discuss with the Principal.

## Students with less than 5 days of absence

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Identify all student absences. Communicate these to parents.	Office Administrator	Follow up on all absences to confirm the reason for the absence. No action taken.
Report regularly to parents on their child's attendance.	Attendance information is included on school reports twice a year. Parents can check attendance through the EDGE Portal.	Classroom Teacher	Reports are made available to parents through the EDGE Parent Portal. Reminders in the newsletter that parents can access attendance information at any time.

**All absences need to be followed up on to ensure the correct code is recorded against the absence. The classroom teacher will identify any students already on the attendance list from the previous term, liaise with the Office Administrator, and inform the Principal.**

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

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss the reasons for the absence and its impact on learning.	After 5 days, send an email to the parent (use template).  Phone contact to be used if this is not the student's first time meeting the threshold.	Class Teacher  (Any concerns about next steps require a discussion with the team leader.)	Record actions taken in EDGE.  If no action is taken due to individual circumstances, record this in the student record.  Follow-up to be within two school days of meeting the threshold.
Support students to catch up on missed learning where required.	Identify missed learning objectives and consider activities to bring the student back up to speed.	Class Teacher	Discuss with the student and their parents.
Use in-school resources as appropriate to remove barriers, e.g., access to the counsellor or provision of food or uniform.	Contact the Principal if barriers are identified that the school could assist with.	Class Teacher Principal	Parents and students provided access to additional resources. Consider uniform, food counsell appointments or referral to outside agencies.

**Between 5-9 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.**

**For students who have made progress in reducing absences, provide feedback to both the student and their whānau on the positive improvement in their attendance.**

**If no action is taken due to individual circumstances, record this in the student record.**

## Students with less than 15 days of absence

Activities	Practice	Responsible Person	Notes & Actions
Contact the parent to escalate concerns	Further contact with the parent. Email and/or phone call as required for escalation.	Class Teacher Principal	Record actions taken in EDGE  If no action is taken due to individual circumstances, record this in the student record.
Hold a meeting with the parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange a meeting including parents and the student (where appropriate).	Class Teacher Principal	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.	Principal	Take action quickly where expectations aren't being met.
Use in-school resources as appropriate to remove barriers and request support from other agencies as needed.	Discuss with the principal what further supports are available	Class Teacher Principal	

**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. If no action is taken due to individual circumstances, record this in the student record.**

## Students with greater than 15 days of absence

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

**Over 15 days of absence, investigate the reasons for this absence and refer to the Principal for further action. Record all actions taken to address non-attendance. If no action is taken due to individual circumstances, record this in the student record.**