



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 47% regular attendance and a target of lifting regular 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:

- 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 too 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 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

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: November 2025

Next review: November 2028

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
- 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.

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 to their class each period.

Whanau teachers are 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 other attendance issues.

Deans 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 weekly emails and parent portal

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 evaluated by the pastoral team/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 Kamer. The pastoral care team meets weekly.

QCC STAR Attendance Response - Info for staff, whanau and students

Less than 5 days absence in a school term	Up to 10 days absences in a school term	Up to 15 days absence in a school term	15 days or more of absences in a school term
Parents/ Guardians	Parents/ Guardians	Parents/ Guardians	Parents/ Guardians
<p>Parents will encourage good attendance habits and do their very best to ensure their child/ren attend school regularly</p> <ul style="list-style-type: none"> - Positively reinforce regular attendance with their children - Check the weekly attendance emails on a Friday - Follow school attendance process for reporting absences - Phone message, KAMAR portal 	<p>Parents will engage constructively with the school to enable their child to be at school more regularly.</p> <ul style="list-style-type: none"> - Respond to the offer of support in the attendance letter. - Ensure a positive shift in attendance - Logistically plan well to ensure my child is regularly at school. 	<p>Parents will engage constructively with formal notification and attend a meeting with the school to develop an Attendance and Engagement Plan.</p> <ul style="list-style-type: none"> - Constructively take part in developing the plan. - Ensure my child sticks to the plan. 	<p>Parents will engage constructively with the notice advising of 15 days or more absence. Parents will meet with the school and review the plan that is currently in place.</p> <ul style="list-style-type: none"> - Supporting the Attendance and Engagement Plan in place - Attend regular meetings
School	School	School	School
<p>School encourages good attendance habits. Support will be given to encourage good attendance habits. School will follow our attendance management plan and policies. Students will be</p> <ul style="list-style-type: none"> - Praised and give feedback about their regular attendance by their whanau teacher. - Send automated weekly attendance emails through KAMAR on a Friday. - Send automated daily emails if there is two or more ? in a day - Be entered into the termly subway attendance draw. - End of Term Digital Attendance Award 	<p>School makes an effort to return the child to regular attendance. A formal notification will be made to the parent advising the of the absences between 5 and 10 days. Contact will be made with the parent to discuss the absences.</p> <ul style="list-style-type: none"> - The student will discuss the attendance with their whanau teacher. <p>Other interventions may include but are not limited to:</p> <ul style="list-style-type: none"> - Problem solving and breaking down barriers. - Check in, Check out - - Regular monitoring - if attendance does not improve this may result in a blue card. - Catch up on missed work in their own time. 	<p>School makes every effort to ensure students can return to regular attendance. A formal notification will be sent to parents advising of the 15 days absence. A meeting will be organised with the whānau to discuss reasons for absence.</p> <ul style="list-style-type: none"> - Developing an Attendance and Engagement Plan (may include multi agencies) - Engaging with school counsellor - Use other in school resources to support and encourage attendance - 3-week monitoring period. - Blue card stand down from extra-curricular 	<p>School makes every effort to support regular attendance. Warning notice sent to parents advising of 15 days or more absence. A meeting will be organised with the whānau to discuss reasons. A variety of agencies may be engaged to support whānau.</p> <ul style="list-style-type: none"> - Attendance and Engagement Plan in place - 5-week monitoring period. - Hold regular follow up meetings between home and school to monitor the plan - involve other agencies

Ministry of Education	
Attendance Service › Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes: › agreeing changes to be made, › addressing some unmet basic needs impacting on attendance, and › referring students to other services as necessary › Collaborate with schools so that › they remain engaged as plans are developed and implemented, and › they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn	Regional and National teams › Facilitate involvement of other agencies › Support schools to access other education pathways for a student where appropriate › Consider system-wide initiatives for high-risk attendance › Reprioritise regional support resources to where most needed/effective › Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools

QCC STAR Attendance - Staff Actions

Less than 5 days absence in a school term	Up to 10 days absences in a school term	Up to 15 days absence in a school term	15 days or more of absences in a school term
Attendance Admin	Attendance Admin	Attendance Admin	Attendance Admin
<ul style="list-style-type: none"> - Send messages through KAMAR at 10:30am for the days unexplained absences - Follow up phone calls, emails and texts throughout the day - If students were unexplained for a whole day with send a follow up inquiry in the next two days - Monitor Friday attendance email is being sent - Every Monday print out the previous week's 'Week Summary' for each Whanau class. Place a copy in each whānau teacher pigeonhole. Make a copy and place in the respective deans and 7/8 leader pigeonhole. 	<ul style="list-style-type: none"> - Send STAR Yellow - Worrying Attendance Email - Inform the whānau teacher that this communication has been sent. - Record this on the KAMAR notification 	<ul style="list-style-type: none"> - Send STAR Orange - Concerning Attendance Email + Print and Post as well. - Inform the dean that this communication has been sent. - Organise for the whānau to come in for a meeting with the students dean or other pastoral team member when they reach 13 days absent. 	<ul style="list-style-type: none"> - Send STAR Red - Very Concerning Attendance Email + Print and Post as well. - Inform DP pastoral this communication has been sent - Organise for the whānau to come in for a meeting with the DP pastoral.

- Update the letter templates each term			
Whānau Teacher / Teachers	Whānau Teacher	Pastoral Team (Dean)	SLT
<ul style="list-style-type: none"> - Praise and give feedback about their regular attendance - Have conversations with students about attendance. - Ensure rolls are completed on time and accurately - Follow up on unexplained absence during whānau time. - Follow up on truancy or leaving class without permission - Monitor the weekly attendance emails received at the end of the week - Truancy from a class - classroom teacher / HOL responsibility - Truancy during a break or for a significant period of the day - pastoral team responsibility 	<ul style="list-style-type: none"> - Discuss the yellow notification with the student. - Closely monitor this student's attendance and have regular check ins. - Help to identify and remove barriers to student attendance 	<ul style="list-style-type: none"> - Meet with the student to discuss the orange notification. Create an attendance plan and email to whānau. Give the option to meet with the whānau to discuss the plan - Closely monitor this student's attendance and have regular check-ins to follow up the plan. - Help to identify and remove barriers to student attendance - Provide student access to inschool resources - councillor, youth worker. 	<ul style="list-style-type: none"> - Meet with the student to discuss the red notification - Hold an attendance meeting involving the dean, student and whānau to go through and revise the attendance plan. - Refer to attendance services - Involve other agencies.
	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.	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.	
<p>If there is no action taken due to individual circumstance- record this against student record.</p> <p>For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.</p>			