



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 68% of our students attending 90% or more and a target of lifting regular attendance to 73% 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

Procedures/supporting documentation

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.

Attendance management Procedure - Stepped Attendance Response (STAR)- see below

[Attendance Procedures Policy](#)

[Student Attendance Policy](#)



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: December 2025

Next review: April 2025



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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:

Under the **Education and Training Act, s 244**, parents and guardians have a legal obligation to ensure their children attend school. In addition, we expect parents/caregivers to:

- **Notify the school promptly** if their child will be late or absent.
- **Arrange appointments and trips** outside school hours or during school holidays where possible.
- **Work with the school** to address and manage attendance concerns.
- **Ensure students attend every day they are able** and arrive on time.
- **Reinforce good attendance habits** at home.
- **Maintain open communication** with the school regarding attendance matters.
- **Follow the school's attendance management plan** and related policies and procedures.

Special Requests

- Parents/guardians may request that their child be excused from certain areas of the curriculum for **religious or cultural reasons**.
- The principal will review these requests and consider the student's preferences.
- The school will provide supervision for students who do not participate in these curriculum areas.

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.



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School Procedures

- **Accurate Recording**
 - Attendance is recorded daily for all students using Ministry of Education codes.
 - Data is submitted to the Ministry each day as required by law.
 - Classroom teachers, support staff, and office staff collaborate to ensure accuracy.
 - Relievers and specialist teachers provide attendance details to the office.
- **Monitoring Attendance**
 - Office staff check and update attendance records (e.g., late arrivals, early departures).
 - Patterns of absence are monitored through the student management system.
 - Attendance concerns are reported to the deputy principal.
- **Student Absences**
 - Parents/caregivers must notify the school promptly if a child is absent.
 - A reason for absence must be provided by the end of the school week.
 - The school contacts parents if no explanation is given.
- **Planned Absences**
 - Requests for planned absences must be made to the principal at least one week in advance.
 - Principal approves or denies based on educational benefit and time away from school.
- **Unexplained Absences**
 - School follows up on unexplained absences through:
 - Data analysis for patterns.
 - Contacting parents/caregivers.
 - Meetings with families to improve attendance.
 - Adjusting school programmes for at-risk students.
 - Attendance officer may be appointed to follow up directly.
 - Persistent absences may be referred to Attendance Services.
- **Emergency Situations**
 - Attendance records are used to account for students during emergencies.
 - Missing students trigger checks and follow-up with parents/emergency contacts.

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 Edge. If you have any questions about our Stepped Attendance Response or procedures, please contact Tracey Bennett (principal@hautapu.school.nz).



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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.

The Leadership Team meet each Thursday afternoon. Any attendance data related questions please contact Geraldine Kavanagh (Administration Manager). For all other Attendance queries please contact Tracey Bennett (Principal).

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Classroom teacher Principal and/or Deputy Principal School board	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms. Work with parents and students, where appropriate.
Following up absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents Follow-up daily with parents any unexplained absences	Administration Manager	Text based reminder through Edge to be sent by 9:30am for all unexplained absences.
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, identify issues or trends in attendance history.	Principal and/or Deputy Principal	Use our "welcome to school" newsletter to confirm process for notifying absences and our expectations.
Escalate attendance issues as needed & develop support plans. 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 Tracey Bennett.

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	Administration Manager	Follow-up all absences to confirm reason for absence. No action taken



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Provide students with regular updates on their own attendance	Provide regular reporting via classroom discussions	Classroom teacher	No further action taken
Report regularly to parents on attendance of their child	Updates sent to parents within Term 2 and Term 4 reports	Classroom teacher	No further action taken
<p>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 Leadership Team at their weekly meetings.</p>			
<p>Students with less than 10 days absence (5-9 days)</p>			
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 MoE template). Phone contact to be used if this is not the first time student has met the threshold	Classroom Teacher with support from Principal and/or Deputy Principal	Record actions taken in Edge. 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.
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	Classroom Teacher	Discuss learning missed with student
Use in-school resources as appropriate to remove barriers e.g. counsellor, petrol costs, lunch	Contact Principal and/or Deputy Principal if there are barriers identified that the school could assist with	Classroom teacher Leadership Team	Parents and student provided access to additional resources. Consider access to counselling services, funding options through Manaaki Akonga.
<p>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.</p>			



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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.	Principal and/or Deputy Principal	Record actions taken in Edge. If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/caregiver & student (where appropriate) to discuss reasons for absence	Arrange meeting including parents and student.	Classroom Teacher, Principal and/or Deputy 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.	Classroom Teacher, Principal and/or Deputy Principal	Take action quickly where expectations aren't being met.
Use in-school resources as appropriate to remove barriers and request support as needed.	Discuss with Leadership Team what further supports are available.	Classroom Teacher, Principal and/or Deputy Principal	
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 parent to escalate concerns	Further escalating email (use template)	Principal	
Hold meeting with parent/caregiver and student (where appropriate) to discuss reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	Classroom Teacher, Principal and/or Deputy Principal	Plan to return student to regular attendance
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.	Leadership Team decision	Check all previous actions are in place. 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	Leadership Team	Support plan in place. Continue monitoring. Steps taken to reintegrate student
Over 15 days absence, investigate reasons for this absence and refer to Leadership 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.			