

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is vital for the success of children at Maungatapere School. Attending school every day supports our children to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as children are able to consistently build on their learning.

Our School currently has 72.5% regular attendance at the end of 2025. Regular attendance is 80% of students to be present for more than 90% of the term by 2030.

Board responsibilities

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

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.
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives

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 \(School Attendance\) Regulations 2024](#)

Reviewed: March 2026

Next review: December 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 and coding within our student management system, ensures that students are accounted for during school hours. This allows school staff and administration to identify and respond to student attendance concerns when and if the need arises.

Our stepped attendance response (STAR), alongside our attendance support service (Nga Ratonga) aims 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 and fortnightly breakdowns of student attendances, through our student management system, our attendance support service (Nga Ratonga), to work with students, parents and whānau when necessary to improve student attendance.

Regular contact with parents and or whānau in a timely fashion can look to mitigate the possible attendance concerns.

Parent/Whānau responsibilities

Parents and or whānau have legal obligations to ensure their children attend school (Education and Training Act, s244). We expect parents and or whānau to:

- Notify the Maungatapere School as soon as possible if their child is going to be late or absent
- Open communication with the school around absence
- Re-enforce good attendance habits
- Ensure that students attend every day that they are able to

School responsibilities

- Clear communication to parents and or whānau on attendance expectations, via newsletters, website and or other communication methods at the start of the year and at the beginning of each term.
- Communicate to parents the steps that the school will take if the student is absent from school
- Monitor student attendance on a regular basis
- Communicate with parents and or whānau when attendance moves to worrying
- Provide parents and or whānau on student attendance twice yearly in a written report

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.

A delegated member and with the assistance of the Office Staff are responsible for monitoring student attendance, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

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

Teacher Responsibilities

1. Roll to be taken by the classroom Teacher **BEFORE** 9.05am.
2. Any student who arrives late to school is to report to the Office to register that they are late on the schools SMS system.
3. Afternoon roll must be taken.
4. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
5. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance to inform the Office.

Office Responsibilities

1. The Office to check the texts and emails and take phone calls of absences in the morning.
2. The Office to checks all classes' attendance on the schools SMS system from after 9:30am
3. Any children marked with a ? are then followed up by the Office:
 - a. a text is sent out to all children who are marked with an ?
 - b. When replies are received, the Office is to update the absence with the appropriate code.
 - c. If no reply is received, the child is marked as Truant.
4. The Office will check the afternoon roll.

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 student management system.

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
Whānau	Whānau	Whānau	Whānau
<ul style="list-style-type: none"> • Ensure student attends every day they are able • Reinforce good attendance habits • Support other whānau to reinforce good attendance habits • Follow school attendance management plan and procedures 	<ul style="list-style-type: none"> • Return student to regular attendance • Contact school to discuss reasons for absence and impact on learning • Support student to catch up on missed learning • Engage in supports offered 	<ul style="list-style-type: none"> • Return student to regular attendance • Contact parent to escalate concerns • Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan • Implement strategies at home 	<ul style="list-style-type: none"> • Return student to regular attendance • Contact parent to escalate concerns • Engage in support plan • Participate in regular meetings
School	School	School	School

<ul style="list-style-type: none"> • Communicate with whānau about every absence • Maintain contact details of all parents • Provide whānau twice yearly of attendance • Report twice yearly to whānau on attendance 	<ul style="list-style-type: none"> • Contact parents to discuss reasons for absence and impact on learning • Support student to catch up missed learning where required • Use in-school resources as appropriate to remove barriers, eg: counsellor, • Use Nga Ratonga to help aide in the identified barriers that the school can assist with. • Record actions taken on student record 	<ul style="list-style-type: none"> • Contact parents to escalate concerns • Hold meeting to analyse reasons for absence and to collaborate on a support plan • Develop and implement a support plan tailored to the reasons and circumstances • Use Nga Ratonga to help aide in the identified barriers that the school can assist with. • Record actions taken on student record 	<ul style="list-style-type: none"> • Contact parents to inform of escalated response • Request support from Attendance Service or other agencies as needed • Participate in multi-agency response • Maintain implementation • Use Nga Ratonga to help aide in the identified barriers that the school can assist with. • Record actions taken on student record
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