

# Attendance Management Plan and supporting STAR procedures

## 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.

In 2025, 83% of our students had regular attendance at school (91%+) across all four terms. In 2026, our attendance target is to continue to meet the government's goal of 80% of students regularly attending school.

## Board responsibilities

The board is responsible for taking all reasonable steps to ensure that students attend 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 to and actions taken are recorded and 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)

## 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: December 2025

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 ensure students are accounted for during school hours. This allows school staff to identify and respond to student attendance concerns.

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

We have annual targets for student attendance and work with students, parents and caregivers, staff, and external agencies, 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
- 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 the 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.

Class teachers are responsible for maintaining accurate and up-to-date records and supporting the attendance systems.

Classroom teachers are responsible for recording student attendance for their class twice a day (morning and afternoon).

Office staff will monitor and follow-up on lateness and other attendance issues.

Assistant Principals and Deputy Principals 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 be encouraged to view attendance data in HERO each term.

Outside agencies will be used as appropriate to support attendance.

Students will be identified at the thresholds using our STAR plan. 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 Senior Leadership Team 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 HERO. If you have any questions about our Stepped Attendance Response or procedures, please contact the school.

# STAR Attendance Plan



Regular	Irregular	Moderate	Chronic
<p><b>Less than 5 days absence in a school term</b></p> <p><b>Action:</b> Ensure your child attends school daily.</p> <p>Pillans Point encourages regular attendance, and follows an attendance management plan.</p> <p><b>If absent:</b> Notify the school through the HERO app with a valid reason (e.g., unwell).</p> <p><b>Support:</b> Continue to have consistent routines and discuss the importance of attendance with your child.</p>	<p><b>Up to 10 days absence in a school term</b></p> <p><b>Action:</b> At 10 days absent, a formal notification will be made to whānau.</p> <p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>• Early intervention helps to prevent prolonged absence.</li> <li>• Ensure absence rates and expectations are clearly communicated.</li> </ul> <p><b>Support:</b> Opportunity to work collaboratively to identify any issues and solutions.</p>	<p><b>Up to 15 days absence in a school term</b></p> <p><b>Action:</b> At 15 days absent, a formal attendance letter will be sent home, outlining the school's concerns by the leadership team. An Assistant Principal will also phone home.</p> <p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>• Identify barriers to regular attendance.</li> <li>• Develop a plan to address these barriers.</li> </ul> <p><b>Support:</b> Access to additional resources or services may be provided.</p>	<p><b>15 days or more of absence in a school term</b></p> <p><b>Action:</b> At 20 days absent, a meeting involving whānau, your child's teacher, and leadership will be arranged to discuss ways to improve attendance.</p> <p><b>Possible Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Implementation of further support measures.</li> <li>• External agencies may be engaged to support.</li> </ul>

**Key Points:**

- Regular attendance is crucial for your child's learning and well-being.
- Open communication with the school is essential.
- Attendance rates are always available through the HERO app.
- Support is available. Please don't hesitate to contact us to discuss support.