



ATTENDANCE MANAGEMENT PLAN & SUPPORTING STAR PROCEDURES 2026

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 **22%** regular attendance and a target of lifting regular attendance to **35%** by the end of 2026.

The 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 to and actions taken are aligned with the thresholds
- ensure all students, whaanau 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)
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Reviewed: November 2025	Next review: November 2026
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ATTENDANCE MANAGEMENT PROCEDURE

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 will work with students, Whaanau, staff and external agencies, where necessary to improve our levels of student attendance.

Parent/Whaanau responsibilities:

- ensure students attend every day they are able
- ensure school is notified when contact details change
- 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 the attendance of their child.

School Procedures:

- Our school Attendance Officer supports teachers to maintain accurate and up-to-date attendance information
- Classroom teachers are responsible for recording accurate student attendance for their class each period
- **Whaanau teachers** are responsible for maintaining accurate and up-to-date attendance records and supporting attendance systems through follow-up on lateness, truancy, and absences of fewer than five days and up to ten days per term. This includes ensuring whaanau are informed of any emerging concerns
- **Kaitiaki** are responsible for overseeing student attendance within their respective Whare. They monitor and follow up with students who develop patterns of lateness, truancy, or up to 15 days of absenteeism per term. Kaitiaki will connect with whaanau and implement appropriate support plans
- **The Attendance Champion Team** will be kept informed of serious student absence situations by the Kaitiaki and will initiate Whaanau hui to implement transition and reintegration plans where required
- Parents and caregivers will receive student attendance information through:
 - weekly email communication
 - daily access via School Bridge
 - termly Student Engagement Reports
 - daily notifications when their child is absent
- Outside agencies will be engaged as appropriate to support student attendance
- Students will be identified at specific attendance thresholds. Follow-up responses will be tailored to the underlying reasons for absence
- Attendance patterns and the effectiveness of interventions will be reviewed termly by the Attendance Champion Team to evaluate outcomes and inform next steps
- Attached is the **Stepped Attendance Response Activities** for our school. Actions may be taken at any threshold where appropriate. All attendance-related actions and interventions must be recorded in Kamar.
- The Attendance Champion Team meets weekly. For any questions regarding the Stepped Attendance Response or attendance procedures, please contact **Karen Handley**.



MANGAKŌTUKUTUKU COLLEGE STEPPED ATTENDANCE MANAGEMENT PLAN

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. Home contact is made within 24 hours to follow up any absences.

The Attendance Champion team meets weekly on Tuesdays at 2pm.

Any attendance data related questions please contact Joss Mato - Attendance Officer

For all other Attendance queries please contact Karen Handley.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes
Communicate with parents	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, newsletters, websites or other communication methods to set expectations and provide guidance to parents.</p>	<p>Whaanau Teacher</p> <p>Attendance Champion Team</p>	<p>Termly attendance features including updates on data in newsletters.</p> <p>Expectations and guidance for parents published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use Kamar to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	<p>Enrollment Officer/Administration team</p> <p>Student Engagement Person</p>	<p>Text based reminder to be sent between 10:15am and 11:30 am for all unexplained absences.</p> <p>Daily phone call to whaanau whose tamariki have an unexplained absence.</p>



Minimise disruptions to the school day and week	School Board and school leadership prioritise school hours to be for learning	School Leadership Team	
Assess history of new students	When students are enrolling attendance data will be requested to identify issues or trends in attendance history	Learning Facilitators Enrolment Officer	If any doubts, seek guidance from SLT
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	Whaanau Teacher Kaitiaki Attendance Champion Team	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Karen Handley

Students with less than 5 days absence per term

Activities	Practice	Responsible Person	Notes
Communicate with parents/caregivers Maintain contact details	Identify all student absences and communicate these to parents Whaanau Teacher contact home Automated letter sent home	Attendance Officer Whaanau Teacher Attendance Officer Enrolment Officer/Attendance Officer	Follow-up all absences to confirm the reason for absence. Record action on Kamar
Provide students with regular updates on their own attendance	Provide regular reporting via online portals, emails and Whaanau Class discussions	Whaanau Teacher Classroom teachers Kaitiaki	Weekly updates sent to students and parents via email
Report regularly to parents on attendance of their child	Provide weekly updates on attendance to parents via email	School Bridge/KAMAR	Updates sent to students and parents via email

Between 0-4 days absence per term: all absences need to be followed up daily to ensure the correct code is recorded against the absence. Any students, already on attendance list from the previous term will be identified by Kaitiaki at their weekly meetings and passed onto the Attendance Champion Team.



Students with less than 10 days absence (5-9 days) per term			
Activities	Practice	Responsible Person	Notes
Contact parents to arrange a meeting to discuss reasons for absence and the impact on student's learning. Identify any support required	Whaanau Teacher contact home to facilitate a meeting to identify the reasons and support needed Automated letter sent	Whaanau Teacher Attendance Officer	Record actions taken in Kamar. If there is no action taken due to individual circumstance- record this against the student record. Follow-up to be within 2 school days of meeting the threshold.
Support students to catch up missed learning where required	Whaanau Teacher to identify missed learning objectives and consider notes or activities to bring student back up to speed Learning Facilitators to ensure Google Classrooms are available in all curriculum areas	Whaanau Teacher Learning Facilitators	Whaanau Teacher to discuss with students to follow up with appropriate subject teachers. Check no internal assessments missed. (Yr11-13)
Use in-school resources as appropriate to remove barriers e.g. counsellor, uniform, bus pass	Whaanau Teacher to contact Attendance Champion Team if there are barriers identified that the school could assist with	Attendance Champion Team	Parents and students provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse appointments
<p>Between 5-9 days absence per term: 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.</p> <p>If there is no action taken due to individual circumstance- record this against the student record.</p> <p>NOTE: If no contact is able to be made - Karen Handley will refer to Attendance Services</p>			

Students with less than 15 days absence per term			
Activities	Practice	Responsible Person	Notes
Contact parent to escalate concerns and arrange a Whaanau Hui to analyse continual reasons for absence	Kaitiaki to contact home to arrange and facilitate a further meeting to identify ongoing concerns and support needed Automated letter sent	Kaitiaki Attendance Officer	Record actions taken in Kamar. If there is no action taken due to individual circumstance, record this against student record



Develop and implement a support plan tailored to the reasons and circumstances around the students absence	Kaitiaki to hold everyone accountable for their part in the support plan Kaitiaki to monitor and review the support plan weekly with the student and Whaanau	Kaitiaki	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support as needed	Kaitiaki to discuss with Attendance Champion Team what further supports are available	Kaitiaki Guidance/Nurse Attendance Champion Team	
<p>Between 10-14 days absence per term: 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 the student record. NOTE: If no contact is able to be made - Karen Handley will refer to Attendance Services</p>			
Students with greater than 15 days absence per term			
Activities	Practice	Responsible Person	Notes
Contact parent to escalate concerns	Karen Handley to to contact home to arrange and facilitate a further meeting to identify ongoing concerns and support needed Automated letter sent	Karen Handley Attendance Champion Team Attendance Officer	Record on KAMAR
Develop a transition/re-integration plan NOTE: documentation is required to approve reintegration plans.	Karen Handley to hold everyone accountable for their part in the support plan Karen Handley to monitor and review support plan weekly with student and Whaanau	Karen Handley Attendance Champion Team	Take action quickly where expectations aren't being met
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	Karen Handley Attendance Champion Team	Before referral check all previous Actions like support plan are in place. Resources and supports will continue to be provided as appropriate. Reintegration plan in place to return student to regular

EST. 2024



			attendance.
<p>Over 15 days absence per term: investigate reasons for this absence and refer to Outside Agencies for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against the student's Kamar record.</p> <p>Over 20 consecutive days absent - removal from the roll.</p>			