



Draft: Te Aro School Attendance Management Plan 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 65% regular attendance and a target of lifting regular attendance to 70% by the end of 2026.

Board Responsibilities

The board is responsible for taking all reasonable steps to ensure that the school's 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 absences, and responding accordingly
- 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 responded to and actions taken are recorded
- Ensure all students, whānau 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

[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](#)

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 schools' 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 thresholds to support students to return to regular attendance.

We will have annual targets for student attendance and work with students, whānau, staff and an external agency, where necessary to improve our levels of student attendance.

Parent/Whānau Responsibilities

- Ensure students attend school every day they are able to.
- 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 whānau and students on attendance expectations on enrolment, at the start of the year, with updates during the school year
- Communicate to whānau 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 in Mid and End of Year Reports.
- Report regularly to whānau on attendance of their child – Mid and End of Year Reports

School Procedures

- The principal will delegate duties to the Office Manager to manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students.
- The Office Manager will support teachers to maintain accurate up-to-date attendance information
- Kaiako are responsible for recording student attendance for their class each half day session
- Kaiako are responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow-up on lateness and attendance and other attendance issues.
- Leadership Team are responsible for monitoring student attendance for their respective groups, ensuring that whānau are informed of attendance for their respective groups, ensuring that whānau are informed of attendance concerns. The Leadership Team and relevant personnel will be kept informed of serious student absence situations.
- Whānau will receive student attendance data in School Reports
- Outside agencies will be used as appropriate to support attendance.

School Procedures continued

- Patterns of attendance and specific interventions being used will be evaluated by the Leadership Team termly to review outcomes and effectiveness of these interventions
- Attached is the Stepped Attendance Response Activities for our school. All actions taken to respond to absences will be recorded in the Edge. The Leadership Team will discuss any concerns or next steps at Leadership hui.

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. Contact parent asap (ideally within two school days) and arrange a meeting for as soon as possible.

The Leadership team meets weekly. Any attendance data related questions please contact the Office Manager. For all other Attendance queries please contact the principal.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes and Actions
Communicate with whānau	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment meetings, newsletters, website or other communication methods to set expectations and provide guidance to whānau.</p>	<p>Principal</p> <p>School Board of Trustees</p>	<p>Termly attendance including updates on data in newsletters.</p> <p>Expectations and guidance for whānau published on our school website.</p> <p>Work with whānau and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents.</p> <p>Follow-up daily with parents any unexplained absences.</p>	<p>Office Manager</p> <p>Principal</p>	<p>Text based reminder to be sent from 10am for all unexplained absences.</p>
<p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, consider referral to Attendance Services</p>	<p>Seek more support as needed</p>	<p>All staff as appropriate</p>	<p>Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with the principal.</p>

Students with less than 5 days absence			
Activities	Practice	Responsible Person	Notes and Actions
Communicate with whānau	Identify all student absences	Administration team or class teacher	Follow-up all absences to confirm the reason for absence
Maintain contact details	Communicate these to parents		No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Classroom teacher	
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 the attendance list from the previous term will be identified by the Leadership team.			

Students with less than 10 days absence (5-9 days)			
Activities	Practice	Responsible Person	Notes and Actions
Contact whānau to discuss reasons for absence and impact on learning	After 5 days send email to parent	Office Manager	Record actions taken on Edge
	Phone contact to be used if this is not the first time student has met the threshold	Leadership Team	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
Use in-school resources as appropriate to remove barriers e.g. food, reaching out to family	Leadership Team to identify any barriers and how we can assist with removing these, or offering support	Leadership Team	Whānau and students provided access to additional resources
Between 5-9 days absence, explore to understand the reasons for this absence and if there is a pattern across the year consider actions and support needed if any.			
For students who 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 – capture this information on absences in Edge.			

Students with less than 15 days absence			
Activities	Practice	Responsible Person	Notes and Actions
Contact whānau to make them aware of amount of absences and to find out what is happening	Further contact with whānau	Office Manager Leadership Team	Record actions taken in Edge If there is no action taken due to individual circumstances capture this in Edge
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Co-create the plan and actions for everyone involved	Office Manager Leadership Team	Make time to revisit plans to ensure actions are happening and to check they are making a difference
<p>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> <p>If there is no action taken due to individual circumstance – capture this information on absences in Edge.</p>			

Students with greater than 15 days absence			
Activities	Practice	Responsible Person	Notes and Actions
Contact whānau to escalate concerns	Email and/or call to follow up on concerns	School Leadership	Call and email as soon as possible
Hold meeting with whānau to see what else needs to be done	Arrange promptly for a meeting including whānau and students. Consider who will be in attendance	Principal Teacher (possibly)	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	Before referral check all previous actions like support plans 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	Have regular meetings to check in on the whānau and student and how the actions in the plan are going	Pastoral care team	
<p>Over 15 days absence, investigate reasons for this absence and refer to the leadership team for further actions. Record all actions taken to address non-attendance.</p> <p>If there is no action taken due to individual circumstance – capture this information on absences in Edge.</p>			