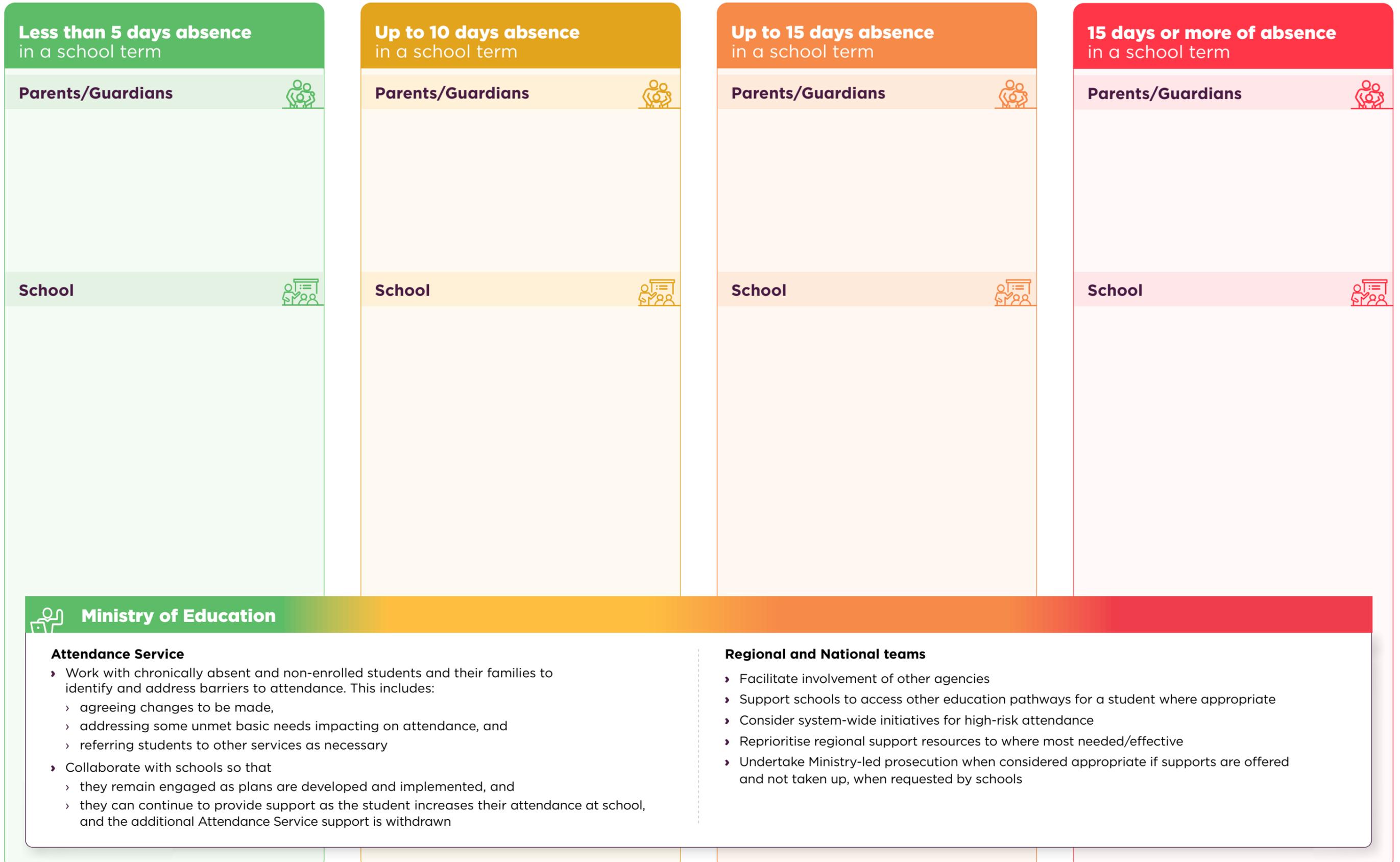




Individual Student Attendance activities

Individualised student responses to absence thresholds



Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Along with effective teaching, student attendance has the greatest influence on student engagement and achievement. Students with high absenteeism are less likely to succeed in their learning. If a student misses five school days each term, or one day a fortnight, they will miss the equivalent of one year of school over 10 years. The Ministry of Education is committed to students attending school at least 90% of the time by 2030.

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 (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 \(yet to be passed\)](#)

Reviewed: November 2025

Next review: November 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 response 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 and external agency/ies, 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
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

School Procedures

[McAuley STAR plan](#)

See School Stepped Attendance Response Activities below

The principal will appoint an Attendance Officer and Deans, so as to manage the recording of electronic student attendance register and the follow-up procedures for non- attending students.

Attendance Officer with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Classroom and form class teachers are responsible for recording student attendance to their class each period.

Form teachers will also monitor and follow-up on lateness and other attendance issues.

Deans are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. DP PC will be kept informed of serious student absence situations.

Parents will receive student attendance data via parent portal and termly reports.

Outside agencies will be used as appropriate to support attendance.

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, DP PC, and P 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 KAMAR. The pastoral care team meets weekly. If you have any questions about our Stepped Attendance Response or procedures, please contact the principal.

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 Pastoral Care Team meets weekly. Any attendance data related questions please contact the Attendance Officer. For all other Attendance queries please contact the Deans and/or DP PC.

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 interview, newsletters, website or other communication methods to set expectations and provide guidance to parents.	Deans DP PC Principal	Termly attendance features including updates on data in school notices, online platforms, assemblies, and Talanoa Evenings. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included at enrolment interview. 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.	Attendance Officer Deans	Text based reminder to be sent by 10:30am for all unexplained absences by Attendance Officer through KAMAR – noted in Attendance Notes. Deans to follow up unexplained absences from 1pm via preferred mode of communication.
Minimise disruptions to the school day and week	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	Use our “welcome to school” hui with whanau at beginning of year for Year 9 orientation.
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	Deans DP PC Health & Guidance Team Other teachers as needed	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with DP PC.

Students with less than 5 days absence a term (90% to 100%) – Good Attendance			
Activities	Practice	Responsible Person	Notes & Actions
Email all parents re: Attendance Expectations	Term 1, Week 1	Dean	Letter on KAMAR Outline at first Talanoa Evening
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Attendance Officer Deans	Follow-up all absences to confirm reason for absence. No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals	KAMAR	Check via portal
Report regularly to parents on attendance of their child	Providing attendance data to parents via portal and termly reports	DP C	Check via portal, school report
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 pastoral care team at their weekly meetings.			
Students with less than 10 days absence a term (80 to 90%) – Worrying Attendance			
Activities	Practice	Responsible Person	Notes & Actions
Meet with student to discuss reasons for absence.	As patterns are identified.	Dean	Record actions taken in KAMAR. Make referrals where necessary.
Contact parents to discuss reasons for absence and impact on learning	At Week 8, send email to parents. Phone contact to be used if this is not the first time student has met the threshold	Dean (Any concerns of next steps discussion options with year level dean.)	Record actions taken in KAMAR. If there is no action taken due to individual circumstance- record this against student record. Follow-up from Week 8 of term of meeting the threshold. Letter to be sent via KAMAR.
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	Dean HOD, and appropriate classroom teachers	Discuss with student to follow up with appropriate subject teachers. HOD / Classroom teachers to check no internal assessments missed (Yr11-13) and support where appropriate.
Use in-school resources as appropriate to remove barriers e.g. counsellor, devices, uniform, etc.	Contact pastoral care team for barriers identified that the school could assist with.	Dean Classroom teachers Health & Guidance Team	Parents and student provided access to additional resources. Make referrals to Health & Guidance Team where appropriate, e.g. nurse with medical, SWiS, etc.
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.			

Students with less than 15 days absence (70 to 80%) – Concerning Attendance			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Further contact with parent for face-to-face hui. Consult with DP PC.	Dean DP PC	Record actions taken in KAMAR. If there is no action taken due to individual circumstance, record this against student record. Consider who is needed at this meeting. Referral to EWIS if no improvement is shown after 3 weeks from meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the student's absence	Hold everyone accountable for their part in the plan.	Dean Health & Guidance Team Appropriate Classroom Teachers	Take action quickly where expectations aren't being met. Record actions taken in KAMAR.
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available	Dean DP PC Health & Guidance Team	Record actions taken in KAMAR.
Consult with MOE attendance service for support (Years 9 to 11 only)	Make a referral to MOE attendance service	Dean DP PC Principal's PA	Complete EWIS Template, share with DP PC and Principal's PA. Record actions taken in KAMAR.
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 (<70%) – Very Concerning Attendance			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns and organize final meeting.	Final talanoa	School leadership	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	DP PC	Final opportunity to return student to regular attendance, or plan for alternative pathways.
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	Pastoral care team decision	Check all previous actions like whanau hui, support plan are in place. Resources and supports will continue to be provided as appropriate
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	Pastoral care team	Support plan in place Continue monitoring next steps
Over 15 days absence, investigate reasons for this absence and refer to dean and/or pastoral 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.			