



Attendance Management Plan and supporting STAR procedures

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. The MOE definition of 'regular attendance' is 90% attendance - missing 5 or fewer days per term.

Our school currently has an average of **40% regular attendance** (24% in Term 4, 42% in Term 3, 42% in Term 2, and 52% in Term 1, 2025).

We have a target of lifting regular attendance to 60% by the end of 2026.

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 transition 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 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.

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 information on attendance twice each term, including the MOE Every Day matters reports. Included in this information will be any emerging trends, actions taken, barriers to attendance and areas of concern for the board's consideration.

Reviewed: February 2026 (BOT approval)	Next review: February 2027
--	----------------------------

2026 Term-by-Term Attendance Goals

Term	Regular (90%+)	Irregular (80–90%)	Moderate (70–80%)	Chronic (<70%)
<i>Currently (average)</i>	40%	20%	17%	23%
Term 1	45%	19.5%	15.5%	20%
Term 2	50%	19%	14%	17%
Term 3	55%	18.5%	13.5%	13%
Term 4	60%	18%	12%	10%



Attendance Management Plan

Nukuhou
North School

For students with less than 5 days absence in a school term - 90% + attendance = GOOD

Goal - To maintain and reinforce regular attendance patterns.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> Clear communication to parents on attendance expectations on enrolment, at the start of school year, each term and regularly in school newsletters, facebook page and website, and how we monitor attendance. Communicate to parents what steps the school will take in the event their child is absent from school and how we celebrate and reward 90%+ and progress in attendance (movie vouchers).	Include information on attendance requirements within enrolment packs, to go out with new students and to remind all students of attendance protocols at the beginning of year and each term. Explain to parents the codes used to record attendance of each student at enrolment.	Attendance Newsletter introduces attendance requirements, why and protocols. Attendance letters to update parents of rates and requirements Attendance codes on display in office and shared in newsletters & other whānau communication.	Tumuaki Office Admin, Tumuaki
<u>Monitoring</u> Monitor attendance Communicate to parents & whānau about every absence	Roll is marked by kaiako between 8:30 and 8.45am (and again at 1.00 - 1.15pm). Late sign-in sheet in office is checked and roll updated by office admin. Daily texts sent out via etap/school mobile if ākonga are absent asking for a reason for the absence. Update on etap if reason is identified.	Office admin/Principal checks rolls Etap alerts or personal message to kaiako when roll is not completed or incorrect. Keep notes on etap about whānau response and communication. Parent/whānau/ākonga to fill-in late sign-in. Office admin to check and update	Classroom kaiako, Office admin, Tumuaki Office admin

Communicate with kaiako about absences	Office admin to email kaiako if the reason for absence is ongoing (CC tumuaki for record-keeping), ie: sick or on holiday.	etap.	Office admin, Tumuaki
Maintain contact details of parents	Weekly STAR data from etap is viewed on Weds at staff hui - identify attendance concerns and discuss reasons - Principal/Office admin to follow-up if required. Use enrolment information. Regularly text and email parents. Start of term reminder to update contact details if they have changed. Text caregivers ahead of school events and when students are recognised for achievements. Check details every time trip permission forms are completed by whānau.	Office admin email staff. Tumuaki saves email communication. Weekly discussion at staff hui concerning absences - record in staff minutes. Regular communication with whānau. School Facebook and website keeps caregivers up-to-date and celebrates attendance successes.	Kaiako, Tumuaki, office admin Office admin, Tumuaki
<u>Reporting</u> Provide students with regular updates on their own attendance Report to parents on the attendance of their child/ren. Share STAR weekly with kaimahi	Weekly update to students at Friday morning roll time - number of days attended/absent that week. Celebrate high achievers and progress compared to last week (use STAR on etap) in Friday school assemblies - class trophy or prize? (TBC) Data available on school portal (etap). Text/call parents when attendance improves to celebrate and acknowledge. Twice annual reports on current attendance (days and % and colour-coding green, yellow, orange, red). Celebrate success regularly on school facebook page, website and newsletters.	Classroom celebration Assembly celebration and acknowledgement - class prize? TBC Whole-school reward if 100%? Text message to inform parents of the number of days absent, if below 90% Text or call to acknowledge and celebrate improvement.	Kaiako Tumuaki Office admin, Tumuaki Tumuaki

<u>Support</u> Support students to catch up missed learning where required or to continue learning at home during a planned or necessary absence.	Teachers build strong relationships with students. Provide work for students to complete ahead of or during absence if it is a planned absence. Share online/digital learning logins for learning at home.	Provide options for learning at home.	Kaiako, Tumuaki
<u>Teaching and modelling</u> Use school level PB4L approaches to promote a positive social and learning environment.	Award akonga for weekly regular attendance. Identify students with good attendance and students whose attendance has improved.	Assembly recognition weekly & reward - class trophy? Public recognition in newsetter/facebook.	Kaiako, Tumuaki



Attendance Management Plan

Nukuhou
North School

For students with up to 10 days absence in a school term - 80% attendance = WORRYING

Goal - To restore student's attendance to above 90%

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> Send formal notification and contact parent/ guardian to discuss reasons for absence Communicate to parents about the steps	Text, call and email parent - Office admin contacts the parent to advise of days absent and make a plan for the student to return to school. Office admin records contact home in etap. Call/text to inform. Share this process with	etap monitoring - weekly attendance patterns are identified & etap notifications turned on (emails office admin/tumuaki). Text and phone communication. Send formal letter notifying parent of absences. Doc - First formal communication.	Office admin/Tumuaki Whānau

the school will take in the event their child has continued absence from school	all whānau on school facebook, website and newsletters.	Office admin checks to see if absences have been explained and if not ring home to get more information. Info and plan for return to school is logged on etap in Attendance information.	
<u>Monitoring</u> Monitor attendance Communicate to parents about every absence Maintain contact details of parents	Etap alerts when a student has been absent 3 days and then 5 days. Office admin to send out daily attendance texts and record contact & reasons for absence in etap. Regularly update etap contact details when we are notified of changes.	Monitor etap daily (STAR) Update attendance information and communication with whānau or change of details. Keep notes on etap about whānau response and communication.	Office admin/Tumuaki
<u>Reporting</u> Provide students with regular updates on their own attendance Report to parents on the attendance of their child/ren. Share STAR weekly with kaimahi	Weekly update to students at Friday morning roll time - number of days attended/absent that week. Share attendance (number of school days so far attended/absent) to whānau once it's more than 5 days absent p/term and print-out of attendance sent home to those with moderate and chronic attendance (below 80%). Twice annual reports on current attendance (days and % and colour-coding green, yellow, orange, red).	Weekly attendance stats in class and whole-school assemblies. Weekly texts to update if absent more than 5 days. Also print-out to take home or post home.	Office admin/Tumuaki
<u>Support</u> Support students to catch up missed learning where required or to continue learning at home during a planned or necessary absence. Offer support/assistance if a barrier to	Teachers build strong relationships with students. Provide work for students to complete ahead of or during absence if it is a planned absence. Share online/digital learning logins for learning at home. Talk with whānau to determine the reason	Provide options for learning at home. Communication and reducing barriers. Identify motivational factors that could get tamaiti to kura more often - individualised incentives or rewards. Create shared goals	Office admin/Tumuaki

attending can be identified.	for not attending. Create a plan together for improved attendance.	for improved attendance.	
<u>Teaching and modelling</u> Use in-school resources as appropriate to remove barriers e.g. school lunches & snacks, free stationary, PB4L.	Provide access to food, stationery to reduce barriers	All staff notice and discuss barriers to attendance - talk to student, siblings, whānau.	All kaimahi



Attendance Management Plan

Nukuhou
North School

For students with up to 15 days absence in a school term - 70% attendance = CONCERNING

Goal - to re-engage students and increase attendance.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> Send escalated second formal notification to parents - letter & email. Hold meeting to discuss reasons for absence or identify barriers to attendance and to collaborate on a support plan. Develop and implement a plan detailing the reasons and circumstances around the child's absence and what supports/	Letter of concern to be sent inviting whānau to be part of the solution and meet at school. Attendance Hui Plan is developed	Tumuaki emails and posts second formal notification letter. May need to visit whānau if they cannot be contacted. Hui held and a plan developed to support re-engagement and attendance. Plan is monitored.	Tumuaki/office admin Tumuaki Tumuaki

changes will occur to re-engage student.			
<u>Monitoring</u> Monitor attendance including those who have previously had concerning attendance. Communicate to parents about every absence and encourage/celebrate when present. Maintain contact details of parents	Discussion at kaiako & kaiāwhina hui Absence Message text or phone call home by office admin. Regularly update etap contact details when we are notified of changes.	Kaiako to monitor daily attendance and check-in with Office admin/Tumuaki to understand outcome Tumuaki/office admin to send texts and make phone calls to parents Keep notes on etap about whānau response and communication.	Tumuaki/office admin
<u>Reporting</u> Provide students with regular updates on their own attendance Report to parents on the attendance of their child/ren - 2x reports, print out and letter Share STAR weekly with kaimahi	Weekly update to students at Friday morning roll time - number of days attended/absent that week. Share attendance (number of school days so far attended/absent) to whānau once it's more than 5 days absent p/term and print-out of attendance sent home to those with moderate and chronic attendance (below 80%). Twice annual reports on current attendance (days and % and colour-coding green, yellow, orange, red).	Ensure rolls are accurate and updated when new information comes to us regarding reasons for absence.	Kaiako Tumuaki/office admin
<u>Support</u> Use in-school resources as appropriate to remove barriers and request support from the Ministry or other agencies as needed. Identify barriers to attending regularly.	Lunches, snacks, stationery provided to remove barriers and access to engaging learning experiences In-school or external support provided where needed.	Provide items and support to help remove barriers Regular review & discussion on reasons for non-attendance, to identify possible barriers. Identify motivational factors that could get tamaiti to kura more often -	Kaiako Tumuaki/office admin External services and attendance team - <i>may</i> be able to support?

		individualised incentives or rewards. Create shared goals for improved attendance.	
<u>Teaching and modelling</u> Use in-school resources as appropriate to remove barriers and encourage attendance e.g. snacks, lunches, trips, on-site activities, PB4L	Lunches, snacks, stationery provided to remove barriers and access to engaging learning experiences Access to additional support	Referrals to external services and attendance team for support Attendance budget - help reduce barriers to attendance by providing incentives. School van may need to be reinstated.	Kaiako Tumuaki/office admin External services and attendance team <i>may</i> be able to support.



Attendance Management Plan

Nukuhou
North School

For students with 15 or more days absence in a school term - LESS THAN 70% attendance = SERIOUS CONCERN

Goal - Intensive intervention to overcome complex barriers.

Activities	What we do (A description of the schools actions)	How we do it... (Including linked resources)	Who is responsible
<u>Communication</u> Send warning notice (third formal communication) and make contact to arrange meeting with parents	Home visit to inform whānau of warning and possible prosecution, and deliver attendance reports and letters again.	Tumuaki/board consider legal action letter explaining next steps See templates for communication (MOE) - third formal letter.	Tumuaki/office admin School board Attendance team (REAP) External agencies incl. MOE
<u>Monitoring</u> Implement and monitor improvement plan	Involve on-site and/or external services After 21 days absent student is taken off	Referral to Attendance team (REAP) ASA Tumuaki takes student off the roll	Tumuaki/office admin School board Attendance team (REAP)

When criteria is met, follow prescribed processes to un-enrol the student	roll and ASA attendance referral	Keep notes on etap about whānau response and communication.	External agencies incl. MOE
<u>Reporting</u> Refer to ASA (Attendance services, MOE) to consider action, including prosecution, when supports are offered and not taken up (MOE-led or school-led prosecution).	Refer students to an Inter-agency Hui - MOE are part of this and Police (Multi-agency response)	Run two Inter-agency hui each term to develop a pathway for intervention	Tumuaki/office admin School board Attendance team (REAP) External agencies incl. MOE
<u>Support</u> Escalate to multi-agency response Participate in multi-agency response	Refer students to external support agencies	Tumuaki runs two Inter-agency Hui each term with representations from MOE, OT, local social support agencies, Police, Tūhoe Hauora, REAP, etc. Identify further motivational factors that could get tamaiti to kura more often - individualised incentives or rewards. Shared goals for improved attendance.	Tumuaki/office admin School board Attendance team (REAP) External agencies incl. MOE