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.

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:

- committing 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 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.

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)

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 an external agency, 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 with 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

The principal will appoint staff and delegate duties to manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students.

Non-teaching staff with duties related to our attendance system will support teachers in maintaining accurate, up-to-date attendance information.

Classroom teachers are responsible for recording student attendance in their class for each period/ half day basis.

Classroom teachers 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.

House leaders/ Senior leaders 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 receive student attendance data via weekly parent portal/ termly updates.

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/SLT termly to review outcomes and effectiveness of these interventions

Attached are 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 principal.

NAPIER INTERMEDIATE SCHOOL

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 parents asap (ideally within 2 school days) and arrange a meeting for as soon as possible.

Any attendance data-related questions please contact Kerri Dehar -office administrator. For all other Attendance queries please contact SMT.

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 forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Classroom teacher Principal School board	Termly attendance features, including updates on data in newsletters. Expectations and guidance for parents are published on our school website. Expectations for student attendance and steps that will be taken to address attendance are included in enrolment forms. Work with parents and students, where appropriate.
Following up on 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 on any unexplained absences	Administration team	Text-based reminder to be sent from 9 am for all unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Assess the history of new students	When enrolling, identify issues or trends in attendance history.	SMT (new students during the year)	Use our “welcome to school” hui with whanau
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed If no contact can be made with parents/caregivers, contact Attendance Services	All staff as appropriate. Admin Team	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Tim Van Zyl Health and Safety

NAPIER INTERMEDIATE SCHOOL

Students with less than 5 days of absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration team	Follow-up all absences to confirm the reason for absence. No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Classroom Teacher	Updates are sent to students and parents through weekly notes
Report regularly to parents on the attendance of their child	providing weekly notes on attendance to parents via email	Classroom teacher	Updates are sent to students and parents through weekly notes
Between 0-4 days of 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 Leaders meetings.			
Students with less than 10 days of absence (5-9 days)			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parents to discuss reasons for absence and impact on learning	After 5 days, send an email to the parent Phone contact to be used if this is not the first time the student has met the threshold	Classroom Teacher (Any concerns about next steps discussion options with year level SMT.)	Record actions taken in Hero. If there is no action taken due to individual circumstances, record this against the student record. Follow-up to be within 2 school days of meeting the threshold.
Support students to catch up on missed learning where required	Identify missed learning objectives and consider notes or activities to bring the student back up to speed	Classroom Teacher	Discuss with the student in CRT time- student to follow up with appropriate teachers. Check that no assessment tasks were missed. Arrange a catch-up time.
Use in-school resources as appropriate to Remove barriers, e.g. counsellor, uniform	Contact the SMT team if barriers are identified that the school could assist with	House Leader/ SMT team	Parents and students provided access to additional resources. Consider uniform, counsellor/ nurse appointments
Between 5-9 days of 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 who have progressed from having higher absences, provide feedback on the positive improvement in their attendance to both the student and whānau.** **If there is no action taken due to individual circumstances, record this against the student record.**			

NAPIER INTERMEDIATE SCHOOL

Students with less than 15 days absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact the parent to escalate concerns	Further contact with the parent Email and/or phone call as required for escalation.	Classroom Teacher and the School Attendance Team	Record actions taken in Hero. If there is no action taken due to individual circumstances, record this against the student record.
Hold a meeting with the parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange a meeting including parents and the student.	Classroom Teacher, and/or House Leader	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan. and	Tracy Davis/Anthony Easson	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support as needed	Discuss with the pastoral team what further supports are available	House Leader/ Tracy Davis/Anthony Easson	
Between 10-14 days of 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 of absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parent to escalate concerns	Further escalating email (use template)	School leadership	
Hold a meeting with the parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting, including parents and the student. Consider who will be in attendance.	Tracy Davis/Anthony Easson	Plan to return the 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	House Leader/ Tracy Davis/Anthony Easson/Tim Van Zyl	Before referral, check that all previous actions, like the support plan, are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return the student to regular attendance
Maintain implementation and monitoring of the support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	House Leader/ Tracy Davis/Anthony Easson/Tim Van Zyl	Support plan in place Continue monitoring Steps taken to reintegrate the student
Over 15 days of absence, investigate reasons for this absence and refer to House Leader/ Tracy Davis/Anthony Easson/Tim Van Zyl for further actions. Record all actions taken to address non-attendance. **If there is no action taken due to individual circumstances, record this against the student record.**			