

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.

Our school currently has 42% regular attendance and a target of lifting regular attendance to 65% by the end of 2027.

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
- Ensuring that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- Ensuring all students, whanau and staff understand the processes and procedures that support student attendance
- Reporting 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 \(School Attendance\) Regulations 2024](#)

Education Attendance Management Plan regulations (yet to be passed?)

Reviewed: December 2025

Next review: December 2026

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 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 agencies, where necessary to improve our levels of student attendance.

Parent/Whānau responsibilities

- Ensure students attend every day they are able
- Reinforce good attendance habits
- Maintain open communication with the school
- Follow the school's attendance management plan and associated attendance policies and procedures

School responsibilities

- Communicate clearly 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

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

Homeroom/Ako teachers are responsible for recording student attendance to their class each period/1/2 day

Homeroom/Ako 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 other attendance issues.

Homeroom/Ako teachers are responsible for monitoring student attendance for their respective classes, ensuring that parents are informed of attendance concerns. Any contact with whānau is documented through Helix. Attendance is discussed at syndicate meetings. Deputy Principals and Senior Dean will be kept informed of serious student absence situations.

Parents will receive student fortnightly attendance data via emails/ parent portal/ATL reporting.

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/Leadership Team 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 Helix. The pastoral care team meets weekly. If you have any questions about our Stepped Attendance Response or procedures, please contact our Deputy Principals, Lewis Turner or Jane Marsh

Hurunui College 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.

The pastoral care team meets weekly. Any attendance data related questions please contact the Hurunui College School Office.
For all other Attendance queries please contact Deputy Principal Secondary Lewis Turner or Deputy Principal Primary Jane Marsh

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
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, website, skool loop to set expectations and provide guidance to parents</p>	<p>Homeroom/Ako teachers</p> <p>Principal</p> <p>School board</p>	<p>Termly attendance features including updates on data in newsletters.</p> <p>Expectations and guidance for parents published on our school website and termly Principal Pānui</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>
Follow 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>	Hurunui College Office team	Text based reminder to be sent from 10 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 history of new students	When enrolling, identify issues or trends in attendance history.	Principal	Contact previous schools as required Pass on enrolment information, including attendance history to Homeroom/Ako teachers
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Deputy Principals

Students with less than 5 days absence

Activities	Practice	Responsible Person	Notes & Action
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 through classroom discussions	Homeroom/Ako Teacher	Updates sent to students and parents through fortnightly notes
Report regularly to parents on attendance of their child	Provide fortnightly notes on attendance to parents via ATL/SMS	Homeroom/Ako teacher	Updates sent to students and parents through fortnightly notes

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 pastoral care team at their weekly meetings.

Students with less than 10 days absence (5-9 days)

Activities	Practice	Responsible Person	Notes & Action
Contact parents to discuss reasons for absence and impact on learning	<p>After 5 days send an email to the parent (use template).</p> <p>Phone contact to be used if this is not the first time student has met the threshold</p>	<p>Homeroom/Ako Teacher</p> <p>Any concerns of next steps discussion options with Deputy Principals and/or Senior Dean</p>	<p>Record actions taken in Helix.</p> <p>If there is no action taken due to individual circumstance- record this against the student record.</p> <p>Follow-up to be within 2 school days of meeting the threshold.</p>
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	Homeroom/Ako Teacher	<p>Discuss with student in Ako/class time - student to follow up with appropriate subject teachers if appropriate</p> <p>Check no internal assessments missed. (Yr11-13)</p>
<p>Use in-school resources as appropriate to</p> <p>Remove barriers e.g. counsellor, uniform, bus, food</p>	Contact a member of the pastoral care team if barriers identified that the school could assist with	Homeroom/Ako Teacher/ Pastoral care team	<p>Parents and student provided access to additional resources.</p> <p>Consider bus plan, uniform, counsellor/ nurse appointments</p>
Contact parents to discuss reasons for absence and impact	After 5 days send an email to the parent	Homeroom/Ako Teacher	Record actions taken in Helix.

on learning	(use template). Phone contact to be used if this is not the first time student has met the threshold	Any concerns of next steps discussion options with Learning Community Leaders	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.
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**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 the student record.**

Students with less than 15 days absence			
Activities	Practice	Responsible Person	Notes & Action
Contact parent to escalate concerns	Further contact with parents. Email and/or phone call as required for escalation	Homeroom/Ako teacher and/or Dean and/or Leadership Team member	Record actions in Helix If there is no action taken due to individual circumstance-record this against student record
Hold meeting with parent/caregiver and student (where appropriate) to analyse reason for absence	Arrange meeting including parents and student	Homeroom/Ako teacher and/or Dean and/or Leadership Team member	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	Homeroom/Ako teacher	Take action quickly where expectations aren't being met
Use in school resources as appropriate to remove barriers and request support from whoever is needed	Discuss with pastoral team what further supports are available	Homeroom/Ako teacher	
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			
Activities	Practice	Responsible Person	Notes & Action
Contact parent to escalate concerns	Further escalating email (use template)	Deputy Principal	
Hold meeting with 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.	Deputy Principal with Homeroom/Ako teacher	Plan to return student to regular attendance
Request support from Attendance Services 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 specialists	Pastoral care 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	Hold everyone accountable for their part	Pastoral care team	Support plan in place

monitoring support plan	in the plan, and take action quickly where expectations aren't being met		Continue monitoring Steps taken to reintegrate student
<p>Over 15 days of absence, investigate reasons for this absence and refer to the dean, deputy principals and/or pastoral team for further actions. Record all actions taken to address non-attendance. If there is no action due to individual circumstance - record this against student record</p>			