



# CHAPEL DOWNS PRIMARY SCHOOL

## Attendance Management Plan and supporting STAR procedures

### Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our tamariki. Attending school every day supports our tamariki to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki should be absent for **no more than one day a fortnight** to ensure that they can have continued success at school.

### Board responsibilities

As required by the Education and Training Act 202 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

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
- Allocating the role of Attendance Manager
- Liaising regularly with the Attendance Manager in regards to student absences and trends

The Attendance Manager is responsible for:

- 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
- Providing a twice yearly attendance report to the School Board showing the analysis of data, trends and narratives

### Procedures/supporting documentation

**Attendance management Procedure - Stepped Attendance Response (STAR)- see below**

## Monitoring

The Attendance Manager will maintain reporting of daily attendance data.

The board will receive twice yearly 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 \(School Attendance\) Regulations 2024](#)

Reviewed: January 2026	Next review: January 2027
------------------------	---------------------------

## Attendance Management Procedure- Stepped Attendance Response

**What would success look like?**

Success would look like an increase to Regular/Good Attendance, whereby more of our tamariki are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these tamariki and whānau with Worrying/Irregular Attendance.

2025 data:

Regular/Good Attendance: 46%

Worrying/Irregular Attendance: 29%

Concerning/Moderate Attendance: 14%

Very Concerning/Chronic Attendance: 11%

Goal for 2026:

Increase Regular/Good Attendance to 60% and Worrying/Irregular Attendance to 40%

## Parent/Whanau responsibilities

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- notify the kura as soon as possible if their tamaiti is going to be late or absent
- arrange appointments or trips outside of kura hours or during school holidays where possible
- work with us (kura) to manage attendance concerns

## School responsibilities

Our School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamariki and whānau and staff are responsible for reminding our community of these expectations.

## School Procedures

### Tumuaki Responsibilities

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

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.

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 regularly to review outcomes and effectiveness of these interventions

### Kaiako Responsibilities

1. Roll to be taken by the Akomanga Kaiako **BEFORE** 9.05am.
2. Any tamaiti who arrives late to school is to report to the late office to register that they are late.
3. Should a tamaiti arrive in class after the register has been taken, ask if they have reported to the late office. If they haven't, they **MUST** be sent to report to the late office.
4. Afternoon roll must be taken **BEFORE** 1.50pm.
5. There should be no need to send over paper absences to the office, unless there is a reliever in the room or the internet is down.
6. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please inform the office.

### Office Responsibilities

1. The Attendance Officer checks the texts and emails and takes phone calls of absences in the morning.
2. The Attendance Officer checks all classes' attendance on HERO from 9.05am.
3. Any children marked with a ? are then followed up by the Office Manager:
  - a. a text is sent out to all children who are marked with a ?
  - b. When replies are received, the Attendance Manager updates the absence with the appropriate code.
  - c. If no reply is received, the child is marked as Truant (T).
4. The Attendance Officer will check the afternoon roll from 1.50pm.
5. The Attendance Officer will advise DPs when students have three continuous days marked as T to discuss a follow up plan.

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 the student management system.

## School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence.

Good/Regular Attendance	Worrying/Irregular Attendance	Concerning/Moderate Attendance	Very Concerning/Chronic Attendance
Less than 5 days absence in a term (>90%)	Up to 10 days absence in a term (80-90%)	Up to 15 days absence in a term (70-80%)	15 days or more absence in a term (<70%)
Whānau	Whānau	Whānau	Whānau
Ensure student attends every day they are able Reinforce good attendance habits Support other whānau to reinforce good attendance habits Follow school attendance management plan and procedures	Return student to regular attendance Contact school to discuss reasons for absence and impact on learning Support student to catch up on missed learning Engage in supports offered	Return student to regular attendance Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan Implement strategies at home	Return student to regular attendance Engage in support plan Participate in regular meetings
Kura	Kura	Kura	Kura
Communitate with whānau	Contact parents to discuss	Contact parents to escalate	Contact parents to inform of

<p>about every absence Maintain contact details of all parents Report to whānau on attendance of their child through school reports Support student:</p> <ul style="list-style-type: none"> <li>- Attending school</li> <li>- To continue learning if unable to attend school everyday, including using Ministry approved well-being or transitional plans, or health schools where appropriate</li> <li>- To access other education pathways where appropriate</li> </ul>	<p>reasons for absence and impact on learning Support student to catch up missed learning where required Use in-school resources as appropriate to remove barriers, e.g. Attendance Manager</p>	<p>concerns Hold meeting to analyse reasons for absence and to collaborate on a support plan Develop and implement a support plan tailored to the reasons and circumstances Use in-school resources as appropriate to remove barriers and request support from Attendance Service or other agencies as needed</p>	<p>escalated response Request support from Attendance Service or other agencies as needed Participate in multi-agency response Maintain implementation and monitoring of support plan Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up Unenroll if student will not be returning to school</p>
--	---	---	---