



# St Peter Chanel School Attendance Management Plan and supporting STAR procedures

## Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our tamariki. The government national target is set at 80% of students attending school at least 90% of the time.

Our school's priorities:

- Provide clear communications of student attendance.
- Put in place strategies, actions, or interventions at set attendance thresholds, based on the number of days absent in a term.
- Strengthen rates of regular attendance, informed by 2025 data, in order to meet the government's target of 80% of students attending school regularly by 2030.

2025 Attendance Rates from Everyday Matters:

Term One - 74%

Term Two - 80%

Term Three - 58%

Term Four - 76%

- 2026 Attendance Target - 76%

## 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
- 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.

## Whānau responsibilities

Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s 244). We expect parents/guardians to:

- notify the school as soon as possible if their child is going to be late or absent
- arrange appointments and trips outside school hours or during school holidays where possible
- work with the school to manage attendance concerns.

## 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 \(School Attendance\) Regulations 2024](#)

# 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.

## 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.

The Principal is responsible for monitoring student attendance, 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 termly to review outcomes and effectiveness of these interventions

### Kaiako Responsibilities

1. Roll to be taken by the Kaiako **BEFORE** 9.15am.
2. Any tamaiti who arrives late to school is to report to the office to register that they are late with Office Administrator
3. Should a tamaiti arrive in class after the register has been taken, ask if they have reported to the Office. If they haven't, they **MUST** report to the Office.
4. Afternoon roll must be taken **BEFORE** 1.55pm.
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 add a note to their attendance to inform the Office.

### Office Responsibilities

1. The Office Managers check the texts and emails and take phone calls of absences in the morning.
2. The Office Manager checks all classes' attendance on Edge from 9.15am.
3. Any children marked with a ? are then followed up by the Office Manager:
  - a. a text/phone call/email is sent out to all children who are marked with an ?
  - b. When replies are received, the Office Manager updates the absence with the appropriate code.
  - c. If no reply is received, the child is marked as Truant.
4. The Office Manager will check the afternoon roll from 1.55pm.

All actions taken to respond to absences will be recorded in the student management system.



# Stepped Attendance Response Procedure

Framework to support student attendance inline with MOE expectations 2026

Less than 5 days absence	Up to 10 days absence	Up to 15 days absence	15 days or more absence
<ul style="list-style-type: none"> <li>Celebrate regular attendance</li> <li>Communication about attendance at the end of each term</li> </ul>	<ul style="list-style-type: none"> <li>Phone call to check reasons for absence</li> <li>Offer supports to help regular attendance</li> </ul>	<ul style="list-style-type: none"> <li>Send an email to whānau</li> <li>Meeting to analyse reasons for absence and to collaborate on a support plan</li> <li>Use outside agencies for support if needed</li> </ul>	<ul style="list-style-type: none"> <li>Send notification and meet with whānau</li> <li>Request support from outside agencies</li> <li>Adjust plan</li> <li>Start next steps if support needed</li> </ul>

## Attendance Code Descriptions



### Present for ½ day calculations

#### **P Present**

Student is present in class. This includes supervised dual tuition with Te Kura.

#### **L Late to class**

Student is late to class. Schools set the threshold for lateness (e.g. 10 minutes) in their school policy.

#### **A Alternative provision**

Student is present in a Ministry-approved alternative provision, such as a teen parent unit, alternative education, secondary-tertiary program, health school or activity centre.

#### **V Unsupervised exam study** (S)

Student is present in an examination or unsupervised study where the student is on-site.

#### **N Present but out of class**

Student is present but out of class due to an on-site school activity (cultural or sporting event), internal appointment, temporary removal from class, or time in the sickbay.

#### **G Board approved offsite learning**

Student is present in Board-approved off-site learning, including courses, school-organised activities, and work experience.

#### **D Approved external appointment**

Student is present but has a medical appointment which is unable to be scheduled outside of school hours (e.g. doctor or dentist and includes travel time) or is participating in court proceedings.

### Justified absence

#### **J Explained and approved**

Student is absent due to explained and approved reasons (e.g. family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings).

#### **M Illness / Medical absence**

Student is absent due to illness or medical reasons, including mental health-related absences (e.g. anxiety).

#### **X Exam leave** (S)

Student is absent studying offsite preparing for exams. NOTE: Time allocated to this code is not included in Ministry attendance calculations.

#### **U Stood down or suspended**

Student is absent due to formal stand down or suspension. This code applies to the period of the stand-down or suspension, excluding the day it was imposed.

### Unjustified absence

#### **T Truant**

Student is absent without explanation or permission from a parent / caregiver (e.g. skipping class)

#### **E Explained but not approved**

Student is absent and the reason provided does not meet the school's policy for a justifiable absence (e.g. a parent states their child didn't want to attend sports day).

#### **G Holiday during term time**

Student is absent due to a holiday taken.

#### **? Unknown (temporary)**

Temporary code used when the reason for a student's absence is initially unknown. This will be updated once the reason is confirmed.