

Te Kohanga Primary School



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 39% regular attendance and a target of lifting regular attendance to 80% 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 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.

Tumuaki responsibilities

The tumuaki 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 tumuaki 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 202

Attendance Management Procedure - Stepped Attendance Response

We recognise the importance of regular attendance to achieve their educational potential, not only for students' learning and achievement, but also for nurturing their sense of belonging and connection within our kura. In line with tikanga and our commitment to manaakitanga, we aim to create a safe, supportive environment where every ākonga is valued, noticed, and cared for.

Our attendance procedures help ensure all ākonga are accounted for during kura hours. This supports our responsibility for their wellbeing and allows us to identify any concerns early, so we can respond with compassion and clarity.

We follow a stepped attendance process that enables us to notice patterns, uphold the mana of our ākonga and whānau, and offer appropriate support at each stage. Our goal is always to work alongside students and their whānau to restore regular, positive engagement in learning.

Each year, we set attendance goals for our kura and partner with ākonga, whānau, staff, and where needed external agencies to strengthen attendance. This approach reflects the value we place on whanaungatanga, shared responsibility, and supporting every learner to thrive.

Parent/Whanau responsibilities

- Encourage and support ākonga to attend kura every day they are able
- Reinforce positive attendance habits through consistency
- Maintain open communication with the kura
- Follow the kura's attendance management plan and related policies and procedures

School responsibilities

- Provide clear communication to whānau and ākonga about attendance expectations on enrolment, at the start of the year, and each term.
- Communicate openly with whānau about the steps the kura will take if an ākonga is absent
- Monitor ākonga attendance regularly
- Provide ākonga with regular updates on their own attendance
- Report regularly to whānau on their child's attendance

School Procedures

The tumuaki will appoint staff and delegate duties to ensure the electronic attendance register is maintained and follow-up procedures for non-attendance ākonga are carried out.

Non-teaching staff who support the attendance system will work alongside kaiako to keep records accurate and up to date.

Kaiako are responsible for recording accurate attendance for their class for each half day

Kaiako are also responsible for maintaining accurate records, supporting attendance processes, and following up on lateness or other attendance concerns with care and manaakitanga.

The tumuaki will monitor overall student attendance and ensure whānau are informed of any concerns in a timely and respectful way.

Whānau will receive attendance information through the HERO portal, termly updates, and twice yearly through reports.

Outside agencies may be involved where needed to support ākonga and whānau.

Students will be identified at established thresholds, with follow-up actions tailored to the reasons for absence, recognising the mana and circumstances of each ākonga.

The tumuaki will review attendance patterns and the effectiveness of interventions each term to ensure our approach remains responsive and grounded in whanaungatanga.

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 HERO. The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Monique Henry, our tumuaki.

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, but absolutely within a week) and arrange a meeting for as soon as possible.

Any attendance queries should be directed to our tumuaki, Monique Henry..

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Set clear expectations, procedures, and follow-up steps the kura will take when an ākonga is absent.</p> <p>Share expectations and guidance with whānau through enrolment forms, newsletters, the school website, and other communication channels.</p>	<p>Kaiako tumuaki School board</p>	<p>Include termly attendance updates and data in newsletters.</p> <p>Publish attendance expectations and whānau guidance on the school website.</p> <p>Include attendance expectations and follow-up steps in enrolment forms so whānau understand the process from the start.</p> <p>Work alongside whānau and ākonga where appropriate, reflecting whanaungatanga and shared responsibility.</p>
Following up absences daily	<p>Use established procedures and supporting software to quickly identify student absences and communicate these with whānau.</p> <p>Follow up daily with whānau about any unexplained absences</p>	Administration team	<p>Send a text reminder from 10am for all unexplained absences.</p> <p>Ensure all whānau have access to the HERO app and understand how to use the attendance feature.</p>
Minimise disruptions to the school day and week	The board and school leadership prioritise kura hours for learning, ensuring a stable and focused environment for all ākonga.	School leadership team	
Assess history of new students	When enrolling, identify attendance patterns to strengthen our understanding of ākonga and whānau needs from the outset.	tumuaki (new students during year)	Include information about stepped attendance plan in enrolment packs.

Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Analyse school-wide attendance data each term to identify patterns and needs. Place tamariki on the STAR table as required for monitoring and support. Follow up and seek additional support for ākongā and whānau where needed.	All staff as appropriate.	Staff are encouraged to escalate issues following these procedures. If unsure, please kōrero with Monique to seek guidance and support.
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Students with less than 5 days absence

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration team or In School attendance team (if your school has one)	Follow-up all absences to confirm reason for absence. No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Kaiako	Updates sent to students and parents through termly HERO updates
Report regularly to parents on attendance of their child	providing weekly notes on attendance to parents via email	Kaiako	Updates sent to students and parents through termly HERO updates

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 attendance list from previous term will be identified by the tumuaki and monitored / followed up as necessary.

Students with less than 10 days 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 email to parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Kaiako (Any concerns of next steps discussion options with tumuaki.)	Record actions taken in HERO. If there is no action taken due to individual circumstance- record this against student record. Follow-up to be within one week of meeting the threshold.
Support students to catch up missed learning where possible.	Identify missed learning objectives and consider notes or activities to bring student back up to speed	Kaiako	Provide support to catch up, enlist help of whānau where appropriate.
Use in-school resources as appropriate to Remove barriers e.g. counsellor, uniform, kai etc	Contact tumuaki if barriers identified that the school could assist with	Kaiako / Tumuaki	Parents and student provided access to additional resources. Consider kai, uniform, counsellor/ nurse appointments

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 in HERO.

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 in HERO.

Students with less than 15 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	kaiako, and/or tumuaki	Record actions taken in Kamer. 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 reasons for absence	Arrange meeting including parents and student.	kaiako, and/or tumuaki	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	kaiako	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with tumuaki / attendance service what further supports are available	kaiako	Flag with attendance service and discuss possible supports.
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 in HERO.			
Students with greater than 15 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	School leadership	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	Tumuaki with kaiako	Plan to return 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	Tumuaki decision	Before referral check all previous actions like support plan 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 monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Tumuaki decision	Support plan in place Continue monitoring Steps taken to reintegrate student
Over 15 days absence, investigate reasons for this absence and refer to tumuaki for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			