

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

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

Our government has set a national target of 80% of tamariki attending kura at least 90% of the time by 2030. This means that tamariki should be absent for no more than one day a fortnight to ensure that they can have continued success at kura.

Board Responsibilities

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

The board will comply with the provisions in the legislation in relation to tamariki attendance by:

- having a commitment to support tamariki return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to tamariki absence that uses data-based thresholds to identify tamariki
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring tamariki absence, including identifying patterns and barriers to tamariki attendance
- publishing this attendance management plan on the kura's website

Tumuaki Responsibilities

The Tumuaki is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support tamariki attendance
- ensure that tamariki absence is investigated, responded to and actions taken are recorded in alignment with the thresholds
- ensure all tamariki, whanau and staff understand the processes and procedures that support tamariki attendance
- report to the board on any trends, barriers to attendance and interventions being used to support tamariki attendance
- provide a termly attendance report to the Kura Board showing the analysis of data, trends and narratives

Supporting Documents

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

Monitoring

The Tumuaki will ensure reporting of daily attendance data is occurring consistently.

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

[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.

For success to reach 90% by 2030 it is essential that we continue to build strong relationships with whānau and support them in a culturally responsive way. We work with whānau to listen, understand, and support where needed.

Our targets will increase by 5% each year until it sits at 90% in 2030.

The 'Today' percentage of 77%, 3% and 4% are from Term 1 2026.

Measure Ministry targets	2026 Target	2027 Target	Today
Percentage of ākonga attending school regularly (attending more than 90%, an average of 9 days a fortnight)	70 % 7Δ	75 % 2Δ	77%
Percentage of ākonga who are moderately absent (attending more than 70% up to 80%, missing two to three days a fortnight)	6 % 3∇	4 % 1∇	3%
Percentage of ākonga who are chronically absent (attending 70% or less, missing three or more days a fortnight)	5 % 1∇	3 % 1Δ	4%

Parent / Whānau Responsibilities

Whānau have legal obligations to ensure their tamariki attend kura (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
- encourage appointments or trips outside of kura hours or during kura holidays where possible
- work with our Tumuaki to manage attendance concerns

Kura Responsibilities

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

Kura Procedures

Tumuaki Responsibilities

The Tumuaki is responsible for monitoring tamariki attendance, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious tamariki absence situations.

Tamariki will be identified at the thresholds (see below). 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 Senior Leadership Team 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 kura is to report to the Tari to register that they are late on eTAP.
3. Should a tamaiti arrive in class after the register has been taken, ask if they have reported to the Tari. If they haven't, they **MUST** report to the Tari.
4. Afternoon roll must be taken **BEFORE** 1.30 (Senior Kura) or 2.15pm (Junior Kura).
5. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please let the Office Manager know.

Tari Responsibilities

1. The Office Manager checks the Attendance App, texts, emails and takes phone calls of absences in the morning.
2. The Office Manager checks all classes' attendance on eTAP from 9.05am and from 1.25 / 2.05pm.
3. Any children marked with a ? are then followed up by the Office Manager:
 - When replies are received, the Office Manager updates the absence with the appropriate code.
 - If no reply is received, the child is marked as Truant.

Below are the Stepped Attendance Response Activities for our kura. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in tamariki management system.

Kura Stepped Attendance Response

GOOD

Good chance of success

WORRYING

Less chance of success

CONCERNING

Hard to make progress

SERIOUS CONCERN

Very hard to make progress

Less than 5 days absence in a kura term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
Whānau	Whānau	Whānau	Whānau
<ul style="list-style-type: none"> ● Ensure tamariki attends every day they are able ● Reinforce good attendance habits ● Support other whānau to reinforce good attendance habits ● Follow kura attendance management plan and procedures 	<ul style="list-style-type: none"> ● Return tamariki to regular attendance ● Contact kura to discuss reasons for absence and impact on learning ● Support tamariki to catch up on missed learning ● Engage in supports offered 	<ul style="list-style-type: none"> ● Return tamariki to regular attendance ● Participate in meetings with kura to analyse reasons for absence and to collaborate on a support plan ● Implement strategies at home 	<ul style="list-style-type: none"> ● Return tamariki to regular attendance ● Engage in support plan ● Participate in regular meetings
Kura	Kura	Kura	Kura
<ul style="list-style-type: none"> ● Communicate with whānau about every absence ● Maintain contact details of all parents 	<ul style="list-style-type: none"> ● Contact parents to discuss reasons for absence and impact on learning ● Support tamariki to catch up missed learning where required ● Use in-kura resources as appropriate to remove barriers. 	<ul style="list-style-type: none"> ● Contact parents to escalate 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 	<ul style="list-style-type: none"> ● Contact parents to inform of escalated response ● Request support from Attendance Service or other agencies as needed ● Participate in multi-agency response ● Maintain implementation

Created 2026 – will be reviewed in line with School Docs Review Schedule

