

Paraparaumu 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 2020 (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.

Procedures/supporting documentation

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

Monitoring

The principal will receive regular reporting of attendance data to keep informed as to any students of concern..

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](#)

Reviewed: February 2026

Next review: February 2029

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

Rationale

The Government has indicated that attendance rates have been declining over the last decade. In response they have made it a priority to lift student attendance with a goal of 80% of the students attending school 90% of the time. The STAR strategy provides guidance for school to achieve this goal. The following is Paraparaumu School's attendance procedures and processes based on the STAR tools.

Paraparaumu School's attendance strategy;

- Establishes clear expectations.
- Has a stepped approach with defined escalation thresholds based on the STAR strategy,
- Provides a clear process.
- Outlines recommended actions and responses.
- Has well defined roles and responsibilities.

Parent Communication

These procedures and will be placed on our school website as reference for our school community as to our expectations for student attendance,

New students

- Check on enrol to see how many schools the child has attended as at date of enrolment.
- Contact previous school to get a picture of child's attendance history. If there are red flags a request students records may be made.

Student Absence.

- Text/phone or etap messages are cleared at the beginning of each morning. Absences and reasons for absences are coded correctly.
- Parents of children who are absent with no reason are contacted to ascertain why their child is absent.
- eTap will flag children whose attendance is reducing.

Everyday Matters data

Everyday matters data is examined as we get it. Any trends and or patterns are identified for further investigation.

Attendance updates for students/Parents.

At our student led conferences we will report on each students absences to the parents.

Annual student absences are reported to parents as part of our end of year reporting.

Attendance thresholds.

Nb: These are sourced from the Communicating with parents about attendance. Information for School Leaders.

Threshold 1: Worrying. Up to 10 days absence in a school term

First formal notification.

Email the formal message. This will be based on the example set out in Communicating with parents about attendance. Information for School Leaders, pg 6.

Follow up phone call from the classroom teacher to confirm receipt of the email. An onsite meeting or phone call will be set up to discuss the attendance levels.

Threshold 2: Concerning. Up to 15 days absence in a school term.

Escalated formal notification.

Email the formal message. This will be based on the example set out in Communicating with parents about attendance. Information for School Leaders, pg 7.

As a result of the formal message a meeting will be set up with the classroom teacher and an appropriate member of the Senior Leadership Team to discuss any barriers to attendance and then develop an attendance plan.

Threshold 3: Serious Concern. Up to 15 days or more absence in a school term.

Warning Notice

Email the formal message. This will be based on the example set out in Communicating with parents about attendance. Information for School Leaders, pg 8 and 9.

This message provides an opportunity to;

- ensure the parents are aware of their child's low attendance.
- advise parents of the consequences if their child's attendance does not improve.
- As a result a meeting will be set up with the classroom teacher and the Principal to discuss any barriers to attendance and then develop an attendance plan.

Paraparaumu School Board

School Stepped Attendance Response Activities

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

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school 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
• 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
• Communicate with whānau about every absence • Maintain contact details of all parents • Provide students with regular updates on their own attendance • Report regularly to whānau on attendance of	• Contact parents to discuss 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, eg: counsellor,	• 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	• Contact parents to inform of escalated response • Request support from Attendance Service or other agencies as needed • Participate in multi-agency response • Maintain implementation