

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.

Currently, our school has regular attendance which exceeds the government expectation. We have a target of maintaining regular attendance at this level every year.

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 to return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to student absences
- 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 to, and that actions taken are aligned to the thresholds
- ensure all students, whānau, 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 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: In accordance with the Fox School Board Triennial Programme of Work

Attendance Management Procedure - Stepped Attendance Response



We recognise the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during school hours. This allows school staff to identify and respond to student attendance concerns.

We have a Stepped Attendance Response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff, and external agencies, to improve our levels of student attendance where necessary.

Parent/Whānau responsibilities

- ensure students attend every day they are able
- reinforce good attendance habits
- open communication with the school, including the reason why the student is absent
- follow the school's attendance management plan and associated attendance policies and procedures.

School responsibilities

- clear communication to parents and students on attendance expectations on enrolment, at throughout the year as necessary
- communicate to parents what steps the school will take if students are absent from school
- monitor student attendance
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

School procedures

At Fox School, the Principal is responsible for recording student attendance, and will also monitor and follow up on lateness and other attendance issues.

Follow-up response actions will be tailored to the reasons for absence.

Parents and the Board will receive student attendance data via Term 2 and Term 4 reports.

Outside agencies will be used as appropriate to support attendance.

Patterns of attendance, and specific interventions being used, will be evaluated by the Principal to review outcomes and the effectiveness of the interventions.

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's file.

If you have any questions about our Stepped Attendance Response or procedures, please contact the Principal.

Fox 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.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Set expectations and procedures, and follow up steps the school will take when a student is absent.</p> <p>Use a range of communication methods to set expectations and provide guidance to parents eg: enrolment forms, website, newsletters</p>	Principal	<p>Expectations and guidance for parents published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address non-attendance shared with parents at initial enrolment of student.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place to identify all student absences</p> <p>Follow-up daily with parents re: any unexplained absences</p>	Principal	Text based reminder to be sent to parents/caregivers from 9.15am for all unexplained absences.
Minimise disruptions to the school day and week	School Board and Principal prioritise school hours to be for learning	Principal	
Assess history of new students	When enrolling, identify issues or trends in attendance history	Principal	
<p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, and consider referral to Attendance Services</p>	Seek more support as needed	Principal	

Students with 1-4 days absence per term

Activities	Practice	Responsible Person	Notes & Actions
<p>Communicate with parents/caregivers</p> <p>Maintain contact details</p>	Identify all student absences	Principal	<p>Follow-up all absences to confirm reason for absence</p> <p>No action taken</p>
Provide students with regular updates on their own attendance	Share attendance data with students at the end of term 2 and the end of term 4	Principal	

Students with 5-9 days absence per term

Activities	Practice	Responsible Person	Notes & Actions
Contact parents/caregivers	Discuss reasons for absence and impact on learning	Principal	Record actions taken in student's file If there is no action taken due to individual circumstance – note reason for absence in SMS
Use in-school resources as appropriate to remove barriers to school attendance	Also seek support as needed from outside agencies	Principal	Parents/caregivers and student provided access to additional resources as needed

Students with 14-15 days absence per term

Activities	Practice	Responsible Person	Notes & Actions
Contact parents/caregivers to arrange a meeting and include the student (where appropriate) to analyse reasons for absence	Further contact with parents/caregivers	Principal	Record actions taken in student's file If there is no action taken due to individual circumstance – note reason for absence in SMS
Develop and implement a support plan tailored to the reasons and circumstances around the student's absence	Hold everyone accountable for their part in the plan	Principal	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers to school attendance	Also seek support as needed from outside agencies	Principal	Parents/caregivers and student provided access to additional resources as needed

Students with greater than 15 days absence per term

Activities	Practice	Responsible Person	Notes & Actions
Contact parents/caregivers to arrange a meeting and include the student (where appropriate) to analyse reasons for absence	Further contact with parents/caregivers	Principal	Record actions taken in student's file If there is no action taken due to individual circumstance – note reason for absence in SMS
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 collaboration with specialists	Principal	Plan to return student to regular attendance Before referral check all previous actions like support plan are in place Resources and supports will continue to be provided as appropriate Re-integration 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	Principal	Support plan in place Continue monitoring Steps taken to reintegrate student