



# ATTENDANCE MANAGEMENT PLAN

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## Overarching attendance objectives and strategic priorities

### Rationale:

All state and state-integrated school boards must implement an Attendance Management Plan (AMP) by the start of term 1 2026. These plans will be required by regulation to set out how schools will identify and respond to student absences at specific thresholds. This information supports schools to work through the steps to develop and implement an Attendance Management Plan using the Stepped Attendance Response (STAR).

### Purpose:

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.

As of December 2025, our school currently has 85.9% regular attendance, and we have a target of lifting regular attendance to 90%.

### Objectives:

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.

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.

## Attendance management procedures

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### Expectations:

- ☞ Whānau informed prior to enrolment of the attendance expectations
- ☞ >90% attendance reiterated to students by Whare Ako teachers and SLT
- ☞ >90% attendance reiterated to parents at Whānau Hui by BOT and SLT

### Process:

- ☞ Manual rolls are marked by Whare Ako teachers
- ☞ KAMAR attendance is marked by Whare Ako teachers before 9am and after lunch
- ☞ Skool Loop, email or written absence notes are kept on file by Whare Ako teachers
- ☞ Whare Ako teachers make contact with parents for all absentees without a justified reason
- ☞ Whare Ako teachers are the first point of contact for parents and students. It is an expectation that they will discuss the reasons for the absences and if there is a barrier that can be overcome with school support then that is actioned.
- ☞ The thresholds we use as easy identifiers for term attendance are as follows:
  - ☞ 100% or 0 Days - Excellent attendance
  - ☞ 90% or <5 Days - Good attendance
  - ☞ 80% or <10 Days - Worrying attendance
  - ☞ 70% or <15 Days - Concerning attendance
  - ☞ Less than 69% or >16 Days - Very concerning attendance
- ☞ Whare Ako teachers monitor attendance registers and note patterns of concern, especially prior to students falling below 90%.
- ☞ As soon as they are between 80-90%, parents meet with the Whare Ako teacher with an expectation of immediate course correction
- ☞ Once the student is below 11 days absent with no clear patterns of improvement it is escalated to the Deputy Principal.
- ☞ If the Deputy Principal sees fit to enlist the support of external agencies, then they will make the request. We will ensure that the external agency representative is clear on our expectations, what has occurred to date and how we would like to reintegrate the student back in to school.
- ☞ Any student below 90% without adequate justification is placed on our Red Alert list that is updated each week.

## Monitoring and measuring progress

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### Monitoring:

- ☞ The Deputy Principal will monitor attendance levels across the school each week and update the SLT accordingly
- ☞ SLT will review the attendance management process in Term 2 each year to ensure it is adequate and will refine if/as required
- ☞ A quarterly report will be provided to the Board of Trustees outlining the attendance data for the previous term.
- ☞ The Attendance Management Plan will be reviewed by the Senior Leadership Team annually with a new plan submitted to the Ministry of Education prior to the start of the 2029 school year.
- ☞ The Attendance Management Policy will be reviewed by the Board of Trustees in accordance with their schedule.