



ATTENDANCE MANAGEMENT POLICY

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.

Ratified by Board:

Scott Gemmell
9/12/2025

Signed for B.O.T

Date

Reviewed:

Date

Signed for B.O.T