



## Attendance Management Plan and supporting STAR procedures

### Strategic Priorities:

At Stella Maris Primary School we understand that regular school attendance is vital for the success and wellbeing of our students. Attending school every day supports our students to build strong foundations for their learning and social development. Regular attendance means students are able to consistently build on their learning and achievement success.

The government has set a national target of 80% of students attending school regularly, at least 90% of the time. This means that students should be absent for no more than 5 days per term to ensure they have continued success at school.

At Stella Maris we will work with families to ensure students are attending school regularly (90% of the time – absent no more than 5 days per term) 80% of the time.

<b><u>Stella Maris Attendance Data – 2025</u></b>				
Based upon the Every Day Matters Report collated by the Ministry of Education				
	<b>REGULAR ATTENDANCE</b> Over 90% attendance (absent less than 5 days per term)	<b>IRREGULAR ATTENDANCE</b> Between 80%-90% attendance (absent between 5-9 days per term)	<b>MODERATE ATTENDANCE</b> Between 70%-80% attendance (absent between 10-14.5 days per term)	<b>CHRONIC ATTENDANCE</b> Less than 70% attendance (absent 15 or more days per term)
<b>Term 1</b>	79%	14%	5%	2%
<b>Term 2</b>	67%	26%	5%	2%
<b>Term 3</b>	45%	37%	13%	5%
<b>Term 4</b>	65%	26%	5%	4%

### 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 for students 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 school 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 an attendance management plan in place to support a Stepped Attendance Response (STAR) to student absence that uses data-based thresholds to identify students
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing the attendance management plan on the school's website.

### **Principal Responsibilities:**

The principal is responsible for:

- implementing the Stepped Attendance Response (STAR) that is aligned with the thresholds to support student attendance
- ensuring that student attendance is recorded accurately daily, morning and afternoon
- ensuring that student absence is investigated, responded to, and actions taken are recorded
- ensuring all students, parents and caregivers and staff understand the processes and procedures that support student attendance
- reporting to the School Board on trends, barriers to attendance and interventions being used to support student attendance
- providing a termly attendance report to the School Board showing analysis of data, trends and narratives.

### **Monitoring:**

Attendance data will be maintained in HERO (student management system)

Principal will monitor attendance data daily and identify emerging trends or areas of concern that need to be addressed.

The Board will receive termly attendance reporting that identifies emerging trends, barriers to attendance, and areas of concern for Board consideration.

### **Legislative Compliance/Legislation:**

- Education and Training Act 2020
- Education Attendance Rules
- Education (School Attendance) Regulations 2024



## **Attendance Management Procedures and Stepped Attendance Response** **(STAR)**

### **What will success look like?**

Success will look like an increase in the number of students who are attending regularly (90% of the time – less than 5 days per term).

Close monitoring of attendance, trends identified and areas of concern addressed promptly.

Families being supported to ensure students are attending school regularly.

### **SCHOOL PROCEDURES**

#### **Parent/Whānau Responsibilities:**

Parents and caregivers have a legal responsibility to ensure their children attend school regularly (Education and Training Act, s244). We expect parents and caregivers to:

- Notify the school with a clear reason if their child is going to be late or absent by 8:45am each day. This can be done by
  - Leaving a message on the school absence line 09 427 9189
  - Emailing [absences@stellamaris.school.nz](mailto:absences@stellamaris.school.nz)
  - Using the Absentee link in the school App.
- Give a clear/specific reason for each absence. Note “my child will be absent today” is not a reason, and this may be marked as Truant if a clear reason cannot be identified.
- Arrange appointments and trips outside of school hours or during school holidays where possible.
- Students leaving early or for appointments must be signed out and collected by a parent/caregiver at the school office.
- Work with the school to manage attendance concerns and ensure their child is attending school regularly.
- Ensure the school has correct contact details, including emergency contacts.

#### **Teacher Responsibilities:**

- Classroom teachers to take the roll twice daily
  - Morning roll by 8:50am
  - Afternoon roll by 1:15pm
- Ensure any child who arrives late reports to the school office to receive a late pass and register on Vistab system.
- Relievers will use a paper roll to record attendance and send to the office for recording electronically in HERO
- If there is a power outage or there is no internet teachers to complete a paper roll and send to the office immediately for follow up.

- If a parent has informed the class teacher that their child will be absent for a specific reason the reason must be entered into HERO attendance, and the office staff will enter the correct attendance code.
- Raise initial concerns about student absence with parents. Inform SLT and principal of these concerns.
- Work with principal, student and family to implement an action plan to support the student to regular attendance.

#### **Office Responsibilities:**

- The office staff to check email and phone messages, or take phone calls of absences in the morning.
- Check all class attendance on HERO from 8:50am.
- Any children marked with ? are followed up by the office staff
  - a phone call is made to parents of all students marked with ?
  - when contact has been made office staff will update absence with appropriate attendance code.
  - If no response is received the child will be marked as Truant.
- The office staff will check the afternoon roll from 1:15pm.
  - Any children marked with ? will be checked with the class teacher and on Vistab.

#### **Principal Responsibilities:**

- Monitor student attendance, identify emerging trends and areas of concern.
- Students will be identified at the attendance thresholds (see STAR below)
- Ensure parents are informed of any attendance concerns.
- Keep SLT, class teachers and office staff informed of serious student absence concerns and individual attendance plans in place.
- Follow up action plan will be tailored to the reasons for the student absence.
- Action plans will be evaluated to review outcomes and effectiveness.



**STEPPED ATTENDANCE RESPONSE (STAR)**

<p align="center"><b>REGULAR ATTENDANCE</b></p> <p>Over 90% attendance (absent less than 5 days per term)</p>	<p align="center"><b>IRREGULAR ATTENDANCE</b></p> <p>Between 80%-90% attendance (absent between 5-9 days per term)</p>	<p align="center"><b>MODERATE ATTENDANCE</b></p> <p>Between 70%-80% attendance (absent between 10-14 days per term)</p>	<p align="center"><b>CHRONIC ATTENDANCE</b></p> <p>Less than 70% attendance (absent 15 or more days per term)</p>
<p><b>PARENTS/CAREGIVERS</b></p>	<p><b>PARENTS/CAREGIVERS</b></p>	<p><b>PARENTS/CAREGIVERS</b></p>	<p><b>PARENTS/CAREGIVERS</b></p>
<p>Continue to:</p> <ul style="list-style-type: none"> <li>ensure your child attends school everyday they are able.</li> <li>reinforce good attendance habits.</li> <li>inform the school of each absence with a clear reason.</li> </ul>	<ul style="list-style-type: none"> <li>Return your child to regular attendance.</li> <li>Inform the school of a clear reason for your child's absence each day they are absent.</li> <li>Support your child to catch up on missed learning.</li> <li>Engage with the school and support offered.</li> </ul>	<ul style="list-style-type: none"> <li>Return your child to regular attendance.</li> <li>Inform the school of a clear reason for your child's absence each day they are absent.</li> <li>Get a doctor's certificate if student is absent for 5 or more consecutive days.</li> <li>Collaborate with the school to develop an action plan to support your child to attend school regularly.</li> <li>Implement strategies at home.</li> </ul>	<ul style="list-style-type: none"> <li>Return your child to regular attendance.</li> <li>Inform the school of a clear reason for your child's absence each day they are absent.</li> <li>Get a doctor's certificate if student is absent for 5 or more consecutive days.</li> <li>Engage in the action plan.</li> <li>Participate in regular meetings with the school.</li> </ul>
<p align="center"><b>STELLA MARIS</b></p>	<p align="center"><b>STELLA MARIS</b></p>	<p align="center"><b>STELLA MARIS</b></p>	<p align="center"><b>STELLA MARIS</b></p>
<ul style="list-style-type: none"> <li>communicate with parents about each absence.</li> <li>Maintain accurate attendance records.</li> <li>Maintain contact details of all parents.</li> <li>Ensure parents can access attendance information on HERO.</li> </ul>	<ul style="list-style-type: none"> <li>Contact parents to discuss reasons for absence and impact upon learning (including regular lateness and early leaving).</li> <li>Support students to catch up on missed learning.</li> <li>Use in-school resources as appropriate to remove barriers.</li> </ul>	<ul style="list-style-type: none"> <li>Contact parents to escalate concerns.</li> <li>Meet with parents to identify reasons for absence and develop a tailored action plan to support the student's attendance at school.</li> <li>School may engage the Attendance Services to provide support and advice.</li> <li>Inform parents if Attendance Services are engaged.</li> </ul>	<ul style="list-style-type: none"> <li>Escalate concern to Attendance Services or other agencies as needed.</li> <li>Contact parents to inform them of escalated response.</li> <li>Continue to communicate with parents regularly.</li> <li>Participate in multi-agency response.</li> <li>Review and maintain implementation of action plan.</li> </ul>