

Rātā Street School

Attendance Management Plan



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.

We have a target of lifting regular attendance to 80% by the end of 2026.

Board Responsibilities

As required by the Education and Training Act 202 (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
- ensuring that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensuring all students, whanau and staff understand the processes and procedures that support student attendance
- reporting 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 \(School Attendance\) Regulations 2024](#)

Reviewed: February 2026

Next review: February 2029

Attendance Management Procedure - Stepped Attendance Response

What does success look like at Rāta Street School?

- An overall increase in Regular/Good Attendance, with more tamariki attending school consistently
 - A measurable reduction in the Worrying/Irregular Attendance category
 - A clear shift of students from Worrying/Irregular Attendance into Regular/Good Attendance
 - A strategic focus on tamariki and whānau in the Worrying/Irregular group, where the greatest positive impact can be achieved
- Continued monitoring of the other attendance categories, while prioritising the group where the most significant improvement is possible

Parent/Whānau Responsibilities

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect parents and whānau to:

- ensure their child attends school every day they are able
- notify the kura as soon as possible if their child 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

The school is responsible for:

- having clear procedures to record and monitor attendance
 - identifying and following up concerns
 - sharing attendance expectations with tamariki and whānau
- reminding the school community of attendance expectations

School Procedures

- The principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students
- Senior leaders and the Attendance Team are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns
- Senior staff and relevant personnel will be kept informed of serious student absence situations
- Students will be identified at the STAR thresholds. Follow up responses will be tailored to the reason for absence.
- Patterns of attendance and specific interventions being used will be evaluated by the Attendance Team termly to review outcomes and effectiveness of these interventions
- Classroom teachers are responsible for recording student attendance at 8.50am, and again at 1.45pm
- Any student that arrives late reports to the office, and are signed in by the office administrators

- Students who are away are followed up by the Admin Team via phone call and/or text message. When replies are received, the absence is updated with the appropriate code. If no reply is received, the child is marked with a T (truant)
- If a parent has informed the school that their child will be absent for a specific reason, ie: tangi, appointment, holiday, a note will be added to the roll from the office
- Parents will receive termly attendance data in the school pānui

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 management system.

Rātā Street School Attendance Monitoring

Reference: [Stepped Attendance Response \(STAR\)](#)

Stepped Attendance Response – STAR

Responding to all absence



The Government's target is for **80% of students to attend regularly**, that is to attend school more than 90% of the time



GOOD

Good chance of success

Less than 5 days absence in a school term

Setting Expectations	
STAR activities	<ul style="list-style-type: none"> • Clear communication to parents on attendance expectations via school newsletter • Include STAR chart as reference point
Responsibility	Principal

Student absence (day-to-day)	
STAR activities	<ul style="list-style-type: none"> • Record all absences using attendance codes • Phone call, text, email or other message directly to parents/guardian of individual student to follow up on every absence that we haven't been notified of

	<ul style="list-style-type: none"> Daily whole school attendance report provided to the principal for monitoring
Responsibility	Administration Staff

Regular attendance reporting for parents

STAR activities	<ul style="list-style-type: none"> Report to parents once a term on attendance using the STAR step reference
Responsibility	Administration Staff

WORRYING

Less chance of success

Up to 10 days absence in a school term

First formal notification

STAR activities	<ul style="list-style-type: none"> Identify known reasons for absence - are they valid and unavoidable? Call or send formal notification to parent/guardian to discuss reasons for absence when a child hits 10 days absence within a term
Responsibility	Office Administration

CONCERNING

Hard to make progress

Up to 15 days absence in a school term

Escalated formal notification

STAR activities	<ul style="list-style-type: none"> Identify known reasons for absence - are they valid and unavoidable? Send escalated formal notification to parents
Responsibility	Principal or Senior Leader

SERIOUS CONCERN

Very hard to make progress

15 days or more absence in a school term

Warning notice	
STAR activities	<ul style="list-style-type: none">• Identify known reasons for absence - are they valid and unavoidable?• Send warning notice and make contact to arrange meeting with parents
Responsibility	Principal