



## Ridgeview School - Attendance Management Plan and supporting STAR procedures

### 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 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.

### 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
- 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.
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives

## 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 2028

## Attendance Management Procedure- Stepped Attendance Response

### What would success look like?

Success would look like an increase to Regular/Good Attendance, whereby more of our tamariki are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these tamariki and whānau with Worrying/Irregular Attendance.

### Parent/Whanau responsibilities

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

- notify the kura as soon as possible if their tamaiti 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

Our School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamariki and whānau and staff are responsible for reminding our community of these expectations.

### School Procedures

#### Tumuaki Responsibilities

The principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non- attending students.

Senior teachers are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Principal and relevant personnel will be kept informed of serious student absence situations.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by the Principal and teaching team termly to review outcomes and effectiveness of these interventions

#### Teacher/Kaiako Responsibilities

1. Roll to be taken by the Akomanga Kaiako **BEFORE** 9.05am.
2. Any student who arrives late to school is to report to the Office to register that they are late on the Vistab system and to collect a late pass.
3. Should a student arrive in class after the register has been taken, ask if they have reported to the office. If they haven't, they **MUST** report to the office.
4. Afternoon roll must be taken **BEFORE** 1.50pm.

5. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
6. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance to inform the Office.

**Office Responsibilities**

1. The Office Managers check the texts and emails and take phone calls of absences in the morning.
2. The Office Manager checks all classes' attendance on HERO from 9.05am.
3. Any children marked with a ? are then followed up by the Office Manager:
  - a. a text is sent out to all children who are marked with an ?
  - b. When replies are received, the Office Manager updates the absence with the appropriate code.
  - c. If no reply is received, the child is marked as Truant.
4. The Office Manager will check the afternoon roll from 1.50pm.

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: Hero and shared with parents.

## Ridgeview School Stepped Response to Attendance:



# ATTENDANCE MANAGEMENT PLAN

Our aim is to have all children at school on time 90% of the time. That means missing less than 5 days a term! When children attend school regularly and arrive before the bell, they make the most progress!



WHANAU  
FAMILY

KURA  
SCHOOL

### 5-9 Days Absent in a Term

#### Parents need to:

Report each day to the office why your child is away.  
Seek support from your teacher or office if you are struggling to get your child to school.  
Ensure they are also on time.

#### The school needs to:

Send a formal letter to the parents letter them know that their child has reached 5-9 days absence.  
Principal will call to discuss absence.  
Offer assistance where we can to support attendance.

### 10-14 Days Absent in a Term

#### Parents need to:

Work with the school to return to regular attendance.  
Attend a meeting at the school to diagnose the reason for absence and work together to make a support plan.  
Implement strategies at home.

#### School needs to:

Send an escalated formal notification letter to the parents.  
Hold a meeting at the school to discuss concerns around attendance and collaboratively develop a support plan.  
Identify and, where possible, remove barriers that may be impacting regular attendance.  
Request support from other agencies or the Ministry of Education (MoE) if required.

### 15 + Days Absent in a Term

#### Parents need to:

Return student to regular attendance  
Engage in an improvement plan.  
Participate in Regular Meetings  
  
*The Ministry of Education may choose to prosecute families if support offered is not taken.*

#### School need to:

Send a warning notice and make contact to meet with families.  
Escalate multi-agency response.  
Participate in multi-agency response.  
Implement and monitor improvement plan

*The Ministry of Education collects daily attendance data, which schools are required to share along with any formal support plans. Our school's focus is on working with families to support regular attendance. Decisions about prosecution sit with the Ministry, and we will work with you to avoid this. Regular attendance supports student success, and we aim to reach our attendance goals together as a school community.*