



SACRED HEART GIRLS' COLLEGE

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

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.

Our school currently has 65% regular attendance and a target of lifting regular attendance to 70% by the end of 2026.

Board responsibilities

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.

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 Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: November 2025

Next review: November 2028

Attendance Management Procedure- Stepped Attendance Response

We recognise the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and respond to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff an external agency, where necessary to improve our levels of student attendance.

Parent/Whanau responsibilities

- ensure students attend every day they are able
- reinforce good attendance habits
- open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedures.

School responsibilities

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- communicate to parents what steps the school will take if the student is absent from school
- monitor student attendance
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

School Procedures

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.

Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Classroom teachers are responsible for recording student attendance of their class each period.

Form/class teachers are responsible for maintaining accurate and up-to -date records and supporting the attendance systems. They will also monitor and follow-up on lateness and other attendance issues.

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

Parents will receive student attendance data via student reports twice a Term.

Outside agencies will be used as appropriate to support attendance.

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 pastoral team termly to review outcomes and effectiveness of these interventions

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 Kamer. The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Jeremy Taylor.

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, student orientation day, newsletters, website or other communication methods to set expectations and provide guidance to parents</p>	<p>Deputy Principal - Hauora</p> <p>Principal</p> <p>School board</p>	<p>Termly attendance features including updates on data in newsletters.</p> <p>Expectations and guidance for parents published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	Administration team	Text based reminder to be sent from 9.30 am for all unexplained absences.
Ensure accurate and complete attendance register	Maintain a complete and accurate attendance register	Teachers	Reminders sent for incomplete attendance via Kamar notification. Thursday 10.40am slot is attendance maintenance time.
<p>Monitor how many times a student is late to class</p> <p>Hold fortnightly lunchtime “claw back” sessions.</p>	<p>Message student when they have been late to class 5 times and log on Kamar. Then add name to next “claw back” session.</p> <p>Schedule and supervise 30min lunchtime “claw back” session</p>	<p>Manaaki teacher</p> <p>Deputy Principal, Dean</p>	Send notification to caregivers once 5 lates have accumulated.
Minimise disruptions to the school day and week	School boards and senior leadership team prioritise school hours to be for learning	<p>School board</p> <p>Senior leadership team</p>	

Assess history of new students	When enrolling, identify issues or trends in attendance history.	Dean (new students during year or not in year 7 or 9)	Use our enrolment hui with whanau of new students
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	Manaaki teacher Dean' SENCO, Deputy Principal - Hauora	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Deputy Principal - Hauora

Students with less than 5 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration team	Follow-up all absences to confirm reason for absence.
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Manaaki and Empower Me teacher	Updates given to students at Manaaki and Empower Me.
Report regularly to parents on attendance of their child	Provide attendance rate to parents via student report twice a Term Email parents STAR update termly	Manaaki teacher Administration team	Updates sent to students and parents through reports and email
Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence. Any students, already on attendance list from previous term will be identified by the pastoral care team at their weekly meetings.			
Students with less than 10 days absence (5-9 days) – Tier 1			
Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning	After 5 days send email to parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Manaaki Teacher (Any concerns of next steps discussion options with year level Dean.)	Record actions taken in Kamar. If there is no action taken due to individual circumstance- record this against student record. Follow-up to be within 5 schools days of meeting the threshold.
Support students to catch up missed learning where required	Encourage all students to be proactive when lessons have been missed Identify missed learning objectives and consider notes or activities to bring student back up to speed	Manaaki Teacher, Dean Subject Teacher	Student to follow up with appropriate subject teachers. Check no internal assessments missed. (Yr11-13)
Use in-school resources as appropriate to Remove barriers e.g. counsellor, uniform, bus pass	Contact pastoral team if barriers identified that the school could assist with	Manaaki teacher/ Pastoral team	Parents and student provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse appointments
Between 5-9 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau. If there is no action taken due to individual circumstance- record this against student record.			

Students with less than 15 days absence (10-14 days) – Tier 2

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Dean	Record actions taken in Kamar. If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	Manaaki Teacher and Dean	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan.	Manaaki Teacher and Dean	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from outside agencies as needed	Discuss with pastoral team what further supports are available	Manaaki Teacher, Dean, SENCO	Consider attendance service referral

Between 10-14 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.

Students with greater than 15 days absence – Tier 3

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	School leadership	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence and develop support plan.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	Deputy principal with Dean	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed Participate in multi-agency response	Refer to Ministry of Education attendance services or other agencies Support access to services and collaborating with specialists	Deputy Principal, SENCO	Before referral check all previous actions like support plan are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return student to regular attendance
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and act quickly where expectations aren't being met	Deputy Principal, SENCO	Support plan in place Continue monitoring Steps taken to reintegrate student

Over 15 days absence, investigate reasons for this absence and refer to dean and/or pastoral team for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.