



Rānui
Primary School

Attendance Management Plan & Supporting STAR Procedures

Attendance Management Plan & 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 41% regular attendance and a target of lifting regular attendance to 45% 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 the following pages

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 2026

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 and an external agency (Attendance West), where necessary to improve our levels of student attendance. We engage with Attendance West early so they are seen as support and not a consequence of absenteeism.

Parent Whānau 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.

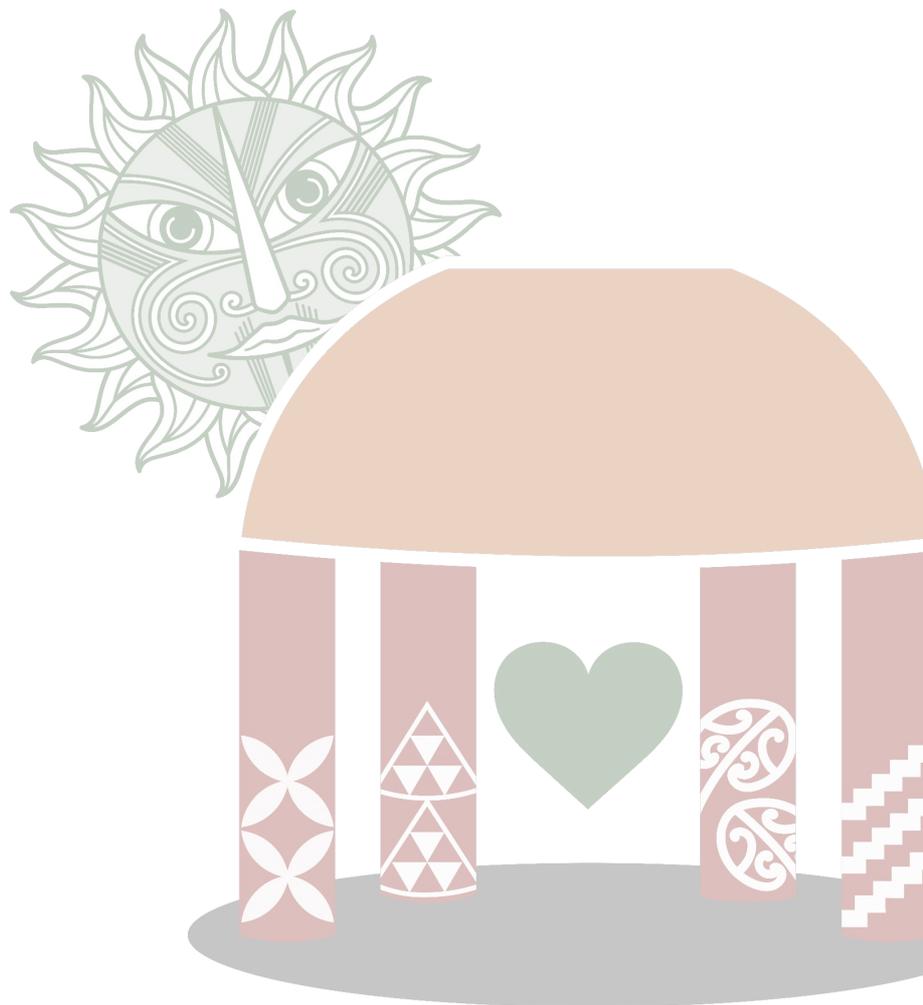
School Procedures

- The principal will appoint staff and delegate duties, so as to manage the recording of the 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.
- Kaiako are responsible for recording student attendance of their class (half day basis).
- Kaiako 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 attendance issues.
- The Senior Leadership Team are responsible for monitoring student attendance for their respective areas, ensuring that parents are informed of attendance concerns. The kaiako and relevant personnel will be kept informed of serious student absence situations.

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- Parents will receive daily student attendance data via the parent portal.
- 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 staff 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 Penny Brown.



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. Contact parents asap (ideally within 3 school days) and arrange a meeting for as soon as possible.

Day-to-day Operations

Activities	Practice	Responsible Person	Notes & Actions
On enrolment	<ul style="list-style-type: none"> Set expectations, procedures and follow-up steps the school will take when a student is absent. When enrolling, identify issues or trends in attendance history. <ul style="list-style-type: none"> Email the family any notes, expectations and our STAR Plan. 	<ul style="list-style-type: none"> Senior Leadership Team 	
Recording attendance	<ul style="list-style-type: none"> The teacher records daily attendance using the correct codes. Kaiako checks any notes from the parent app. If the kaiako is updated with reason. The teacher enters the code. Office staff check notifications and update the students' records. Office staff send a text to the main contact to advise of an absence if it is unknown. 	<ul style="list-style-type: none"> Kaiako Office Staff 	<ul style="list-style-type: none"> Every absence should be explained: <ul style="list-style-type: none"> Enter explanation Apply the correct code Record and further absence Text based reminder to be sent from 10am for all unexplained absences.
Communicate with parents	<ul style="list-style-type: none"> Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents. 	<ul style="list-style-type: none"> Kaiako Principal School board 	<ul style="list-style-type: none"> Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in the enrolment pack. Work with parents and students, where appropriate.
Minimise disruptions to the school day and week	<ul style="list-style-type: none"> School boards and school leadership prioritise school hours to be for learning. 	<ul style="list-style-type: none"> School Leadership Team 	
Escalate attendance issues as needed	<ul style="list-style-type: none"> Seek more support as needed. <ul style="list-style-type: none"> Develop support plans. Involve other services, consider referral to Attendance Services. 	<ul style="list-style-type: none"> All staff as appropriate 	<ul style="list-style-type: none"> Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with your Senior Leadership person.

Response to Non-Continuous Unexplained



A *non-continuous unexplained absence* is when a tamaiti misses school for individual days here and there, and we haven't received any explanation from whānau for those absences. Although these days are not in a row, they still add up quickly and can have a big impact on learning, wellbeing, and connection to the class.

Activities	Practice	Responsible Person	Notes & Actions
Students with 3 days non-continuous unexplained absence			
<ul style="list-style-type: none"> Communicate with parents/caregivers. Maintain contact details. 	<ul style="list-style-type: none"> Identify all student absences, communicate these to parents and send Letter 1 by email, text or email. 	<ul style="list-style-type: none"> Administration team 	<ul style="list-style-type: none"> Follow-up all absences to confirm the reason for absence. No action taken.
Students with 7 days non-continuous unexplained absence			
<ul style="list-style-type: none"> Communicate with parents/caregivers. Maintain contact details. 	<ul style="list-style-type: none"> Identify all student absences, communicate these to parents and send Letter 2 by email, text or email. 	<ul style="list-style-type: none"> Administration team 	<ul style="list-style-type: none"> Follow-up all absences to confirm the reason for absence. No action taken.
<ul style="list-style-type: none"> Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence. 	<ul style="list-style-type: none"> Arrange a meeting including parents and student. Hold meeting to diagnose reason for absence and to collaborate on a support plan. Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence. Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. 	<ul style="list-style-type: none"> Someone from SLT 	<ul style="list-style-type: none"> Consider who is needed at this meeting.
Students with 11 days non-continuous unexplained absence			
<ul style="list-style-type: none"> Communicate with parents/caregivers. Maintain contact details. 	<ul style="list-style-type: none"> Identify all student absences, communicate these to parents and send Letter 3 by email, text or email. 	<ul style="list-style-type: none"> Administration team 	<ul style="list-style-type: none"> Follow-up all absences to confirm the reason for absence. No action taken.
<ul style="list-style-type: none"> Referral to Attendance West. 	<ul style="list-style-type: none"> Meet with Attendance work to discuss case. Hold meeting to diagnose reason for absence and to collaborate on a support plan. Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence. Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. 	<ul style="list-style-type: none"> Administration team 	

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Response to *Non-Continuous Unexplained*

Activities	Practice	Responsible Person	Notes & Actions
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Students with 15 days non-continuous unexplained absence

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| <ul style="list-style-type: none">• Attendance West Review and respond with multiple agency approach. | <ul style="list-style-type: none">• Administration refers the student through the attendance system.• Meet with Attendance West to discuss case.• Hold meeting with whānau to diagnose reasons for absence and to collaborate on a support plan.• Participate in multi-agency response.• Implement and monitor improvement plan. | <ul style="list-style-type: none">• SLT and Attendance West | |
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Students with 20 days non-continuous unexplained absence

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| <ul style="list-style-type: none">• Refer to Oranga Tamariki.• Refer to MOE to prosecute. | <ul style="list-style-type: none">• The SLT refer.• The Board reviews each case and process. Rānui School Board decides whether to. | <ul style="list-style-type: none">• SLT• Rānui School BOT | <ul style="list-style-type: none">• Principal follow through with decision. |
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Response to Continuous Unexplained



Continuous unexplained absences occur when a tamaiti is away for several days in a row and we have not received any communication from whānau.

Activities	Practice	Responsible Person	Notes & Actions
Students with 3 days continuous unexplained absence			
<ul style="list-style-type: none"> Communicate with parents/caregivers. Maintain contact details. 	<ul style="list-style-type: none"> Identify all student absences, communicate these to parents and send Letter 1 by email, text or email. 	<ul style="list-style-type: none"> Administration team 	<ul style="list-style-type: none"> Follow-up all absences to confirm the reason for absence. No action taken.
Students with 5 days continuous unexplained absence			
<ul style="list-style-type: none"> Communicate with parents/caregivers. Maintain contact details. 	<ul style="list-style-type: none"> Identify all student absences, communicate these to parents and send Letter 2 by email, text or email. 	<ul style="list-style-type: none"> Administration team 	<ul style="list-style-type: none"> Follow-up all absences to confirm the reason for absence. No action taken.
<ul style="list-style-type: none"> Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence. 	<ul style="list-style-type: none"> Arrange a meeting including parents and student. Hold meeting to diagnose reason for absence and to collaborate on a support plan. Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence. Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. 	<ul style="list-style-type: none"> Someone from SLT 	<ul style="list-style-type: none"> Consider who is needed at this meeting.
Students with 7 days continuous unexplained absence			
<ul style="list-style-type: none"> Communicate with parents/caregivers. Maintain contact details. 	<ul style="list-style-type: none"> Identify all student absences, communicate these to parents and send Letter 3 by email, text or email. 	<ul style="list-style-type: none"> Administration team 	<ul style="list-style-type: none"> Follow-up all absences to confirm the reason for absence. No action taken.
<ul style="list-style-type: none"> Referral to Attendance West. 	<ul style="list-style-type: none"> Administration refers the student through the attendance system. Meet with Attendance work to discuss case. Hold meeting to diagnose reason for absence and to collaborate on a support plan. Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence. Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. 	<ul style="list-style-type: none"> Administration team SLT and Attendance West 	

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Response to *Continuous Unexplained*

Activities	Practice	Responsible Person	Notes & Actions
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Students with 15 days continuous unexplained absence

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| <ul style="list-style-type: none">• Attendance West Review and respond with multiple agency approach. | <ul style="list-style-type: none">• Meet with Attendance West to discuss case.• Hold meeting with whānau to diagnose reasons for absence and to collaborate on a support plan.• Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence.• Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. | <ul style="list-style-type: none">• SLT and Attendance West | |
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Students with 20 days unexplained absence (non-continuous)

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| <ul style="list-style-type: none">• Unenrol student | <ul style="list-style-type: none">• Send a letter out explaining that the student has been unenrolled. | <ul style="list-style-type: none">• SLT• Administration Staff• Attendance West | |
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Response to *Explained but Unjustified*



Continuous explained but unjustified absences happen when a tamaiti is away for several days and although whānau have given a reason, it is not one that schools are permitted to code as justified under Ministry guidelines.

Activities	Practice	Responsible Person	Notes & Actions
Students with 5 days explained but unjustified absence			
<ul style="list-style-type: none"> Communicate with parents/caregivers. Maintain contact details. 	<ul style="list-style-type: none"> Identify all student absences, communicate these to parents and send Letter 2 by email, text or email. 	<ul style="list-style-type: none"> Administration team 	<ul style="list-style-type: none"> Follow-up all absences to confirm the reason for absence. No action taken.
<ul style="list-style-type: none"> Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence. 	<ul style="list-style-type: none"> Arrange a meeting including parents and student. Hold meeting to diagnose reason for absence and to collaborate on a support plan. Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence. Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. 	<ul style="list-style-type: none"> Someone from SLT 	<ul style="list-style-type: none"> Consider who is needed at this meeting.
Students with 7 days explained but unjustified absence			
<ul style="list-style-type: none"> Communicate with parents/caregivers. Maintain contact details. 	<ul style="list-style-type: none"> Identify all student absences, communicate these to parents and send Letter 3 by email, text or email. 	<ul style="list-style-type: none"> Administration team 	<ul style="list-style-type: none"> Follow-up all absences to confirm the reason for absence.
<ul style="list-style-type: none"> Referral to Attendance West. 	<ul style="list-style-type: none"> Meet with Attendance work to discuss case. Hold meeting to diagnose reason for absence and to collaborate on a support plan. Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence. Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. 	<ul style="list-style-type: none"> Administration team 	

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Response to *Explained but Unjustified*

Activities	Practice	Responsible Person	Notes & Actions
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Students with 15 days explained but unjustified absence

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|---|---|---|
| <ul style="list-style-type: none">• Attendance West Review and respond with multiple agency approach. | <ul style="list-style-type: none">• SLT and Attendance meet to discuss progress and what support.• Hold meeting to diagnose reason for absence and to collaborate on a support plan.• Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence.• Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. | <ul style="list-style-type: none">• SLT and Attendance West |
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Students with 20 days explained but unjustified absence

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|--|---|--|---|
| <ul style="list-style-type: none">• Refer to Oranga Tamariki• Refer to MOE to prosecute | <ul style="list-style-type: none">• The SLT refer.• The Board reviews each case and process.• Rānui School Board decides whether to | <ul style="list-style-type: none">• SLT• Rānui School BOT | <ul style="list-style-type: none">• Principal follow through with decision. |
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Rānui School STAR

Everyday

- Teacher** Takes daily attendance using proper codes. Saves to etap.
- Teacher** Checks any notes from parent app and updates codes.
- Office Staff** Check notifications and update etap. Send a text to main contact to advise of absence if unknown.

Every absence should be explained

1. Enter the explanation
2. Apply the correct code
3. Record any future absence

Response to *Non-continuous Unexplained*

3 Days

Office - Send Letter 1 (Explain absences)
Teacher - makes contact with whānau and note added to etap

7 Days

Office - Sends Letter 2 (SLT Hui with whānau)
SLT - Organise Hui for plan

11 Days

Office - Sends Letter 3 (Refer to Attendance West - Community Connector)

15 Days

Attendance West Review - Multiple Agency response (Education Mentor)

20 Days

Rānui Board Review and action (Referral to OT)

Response to *Continuous Unexplained*

3 Days

Office - Send Letter 1 (Explain absences)

5 Days

Office - Sends Letter 2 (SLT Hui with whānau)

7 Days

Office - Sends Letter 3 (Refer to Attendance West)

15 Days

SLT and Attendance West review for possible un-enrolment

20 Days

SLT Final Discussion for un-enrolment

Response to *Continuous Explained but Unjustified*

5 Days

Office - Send Letter 2 (SLT Hui with whānau)
SLT - Organise Hui for plan

7 Days

Office - Sends Letter 3 (Refer to Attendance West)

15 Days

SLT and Attendance West review for possible un-enrolment

20 Days

Rānui Board Review and action (Referral to OT)



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Primary School

