



Attendance Management Plan (AMP) and supporting STAR (Stepped Attendance Response) 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 45% regular attendance and a target of lifting regular attendance to 90% 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 to 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](#)



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 external agencies where necessary, to improve our levels of student attendance.

Parent/Whanau responsibilities

- ensure students attend every day they are able
- reinforce good attendance habits
- maintain 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, 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 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 provide support to maintain accurate up-to-date attendance information.

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

Whānau 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 attendance issues.

Deans are responsible for monitoring student attendance for their respective year levels, ensuring that any concerns are processed by classroom and whānau teachers accordingly.

Attendance staff include SLT, Associate Deans and Deans and Attendance Officers will be involved in responding to serious student absence after the process has been followed by classroom and whānau teachers.

Parents will receive student attendance data via weekly emails/ termly updates and in person meetings when required.

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 Attendance staff termly to review outcomes and effectiveness of these interventions.



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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 KAMAR.



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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 2 school days) and arrange a meeting for as soon as possible.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Lateness to school is monitored	Students arriving late to school are recorded and given a late pass	Attendance Officers/Deans	Patterns and trends are observed and corrected
Timely and accurate student attendance data is maintained	All student attendance and absence is recorded on KAMAR at the start of each lesson	Classroom Teachers	The Code entered may change at a later point, initially it captures if the student is present or absent
Following up absences daily	Use procedures in place to quickly identify all student absences and communicate these to parents Follow-up daily with students any unexplained absences	Administration team Whānau teachers	Text based notification sent to parents for all unexplained absences. Identify previous days absences and request parental/caregiver explanation for the absence Code accordingly on KAMAR
Promote and celebrate regular attendance	Take opportunities to engage students and inform community about regular attendance	SLT/Student Leaders	Positive framing and engage students in the benefits of regular attendance and tips and pointers on how to achieve this
Communicate with parents	Inform parents/caregivers and whānau of attendance expectations, procedures and follow-up steps the school will take when a student is absent.	Principal School board	Use enrolment forms, newsletters, website, social media, community hui or other communication methods to set expectations and provide guidance to parents
Monitor student attendance and track attendance data	Assess attendance history of students and target to engage and positively support attendance	Year Level Deans	Celebrate attendance. Reiterate expectations



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Ensure provision of resources are on hand to support removal of barriers to regular attendance	Support mechanisms are ready to be accessed as needed to provide immediate support	Attendance Officers	Supply of necessary and broad range of resources available to be accessed by Attendance officers
Process and procedures are in place for staff to respond to attendance concerns	Processes and procedures are known and adhered to by staff in all relevant attendance roles	Whānau teachers Deans Associate Deans Attendance Officers SLT	Processes and procedures are known, shared, promoted, accessed and adhered to by staff



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Students with attendance at or above 90% (Approximately 5 or less days absence per term)			
Activities	Practice	Responsible Person	Notes & Actions
Absences are recorded by classroom teacher	Whānau need to explain the absence	Whānau teacher	Explanation is recorded and coded accordingly
Provide students with regular updates on their own attendance	Highlight through regular, consistent discussion and review of KAMAR data	Whānau teacher	Live updates available to students through KAMAR
Report regularly to parents/caregivers on attendance of their child	Providing fortnightly summary alongside reporting	Administration team	Statistic is provided within the report
Students with attendance at 80 to 89% (Approximately 6 to 10 days absence per term)			
Activities	Practice	Responsible Person	Notes & Actions
On Day 6 parents are notified of absence volume and impact on learning	Send email to parent (use template) within two days of absence	Whānau teacher	Record actions taken in KAMAR and make note of individual circumstance - Code accordingly Notify classroom teachers if reason is significant to support catching up on missed learning
Student absence continues beyond 6 days	Whānau teacher notifies year level Dean via email	Whānau teacher	Dean contacts parent/caregiver to set up meeting
Meeting with parent/caregiver and student with Dean, Whānau teacher,	Meeting identifies the reasons for absence and commits to solutions Support for learning	Dean Whānau teacher	Email confirming all steps sent by Dean to student, parent/caregiver, whānau teacher, attendance officer All actions taken as per the meeting
In-school Attendance officer to support removal of barriers linked to absenteeism	Removal of barriers i.e morning transport, food, uniform, stationery, appointments	Attendance Officer	Parents/caregivers and students supported access to additional resources.



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All parties updated of progress of removal of barriers	Email update sent to all parties	Attendance Officer	Confirms actions taken to provide momentum and support attendance Updates the Attendance Service Case Management System
Attendance is monitored	Attendance is monitored and positive feedback on improvement given to student and parents/caregivers	Dean	Promotes positive support for improvement and is recorded in KAMAR

Students with attendance at 70 to 79% (Approximately 15 days absent)

Activities	Practice	Responsible Person	Notes & Actions
Privileges are withdrawn	Withdraw student from co-curricular activities, camps, trips, key events	Dean	Notify parents/caregivers, coaches/managers, staff of the withdrawal Refer to Associate Dean
Contact parent to escalate concerns if absence continues beyond 11 days	Send email to parent (use template) and follow up with phone call	Associate Dean	Monitor for immediate attendance improvement
Meeting with parent/caregiver and student with Associate Dean, Dean, Attendance officer	Develop and implement a support plan tailored to the circumstances around the absence and hold everyone accountable for their part in the plan	Associate Dean	Plan shared with parents/caregiver, Dean, Attendance officer, Whānau teacher
Attendance is monitored	Attendance is monitored and tracked by the attendance officer	Attendance Officer	Attendance officer review progress with student, email Dean to update and record on KAMAR Confirms actions taken to provide momentum and support attendance Updates the Attendance Service Case Management System

Students with attendance at 70% or less (More than 15 days absent)



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Activities	Practice	Responsible Person	Notes & Actions
Attendance is monitored and key staff notified	Daily attendance is tracked through KAMAR and the individual attendance plan	Attendance Officer	Attendance Officer emails Associate Dean, Dean of absenteeism
Contact parent to escalate concerns and request meeting	Send email to parent (use template) and follow up with phone call	Associate Dean	Prepare options for potential solutions to support the student and whānau
Alternative Timetable put in place	Student is removed from current timetable and alternative one initiated	Associate Dean	Current timetable removed - alternative timetable provided working in Deans area
External Agency engaged	Request for support from external attendance service	Attendance officer	Notifies the external service provider Updates the Internal Attendance Service Case Management System
Meeting with parent/caregiver and student with SLT, Associate Dean, Dean, Attendance officer	Present options for further support in light of very concerning attendance including: Participate in multi-agency response Alternatives to schooling explored	Associate Dean Parent/caregiver SLT	Options are presented and solutions agreed to by all parties External agencies may work with student/whānau EmployNZ, ELX, Bay Pathways, Tertiary, Employment