Taumarunui High School

Attendance Management Plan and supporting STAR procedures 2026

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government's target is that 80% of students will be regularly attending school by 2030.

Our school currently has 32% regular attendance, with a goal of increasing this to 80% 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 recorded actions taken, aligned with the thresholds

- ensure all students, whānau 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 attendance reporting including the weekly attendance data to date at each Board meeting. The Board will also receive termly 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 school 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 agencies, where necessary, to improve our levels of student attendance.

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 to manage the recording of the electronic student attendance register and the follow-up procedures for students who are not attending.

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

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

Advisory 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.

Attendance responsibilities of teachers and other staff will be added to their Job Descriptions as these come up for updating.

Senior leaders 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.

Parents will receive student attendance data via weekly emails/ parent portal/ termly updates.

Outside agencies will be used as appropriate to support attendance. (Ministry of Education Attendance Service - Te Nehenehenui Trust, Oranga Tamariki, Strengthening Families, Taumarunui Community Kokiri Trust).

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

Patterns of attendance and specific interventions being used will be evaluated by the pastoral team/SLT 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 (Student Management System). The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact your child's Advisory teacher or a member of the Senior Leadership Team. office@taumarunuihighschool.co.nz or 07 895 – 7179.

School Stepped Attendance Response Activities

Below is our stepped attendance response for addressing individual student absences. Actions can be taken at any stage, and there is no requirement to wait for a student to reach a particular threshold before intervening to address non-attendance. Contact parents as soon as possible (ideally within two school days) and arrange a meeting promptly.

The Pastoral Care Team meets fortnightly on Fridays. For any attendance-related data questions, please contact the Deputy Principal. For all other attendance queries, please contact the Assistant Principal.

Day-to-day operations			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Advisory teacher Principal School board	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 enrolment forms. Work with parents and students, where appropriate.
Following up absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents. Follow-up daily with parents any unexplained absences.	Advisory Teacher	Text based reminder to be sent from 9:30 am for all unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School Leadership Team	
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Enrolment officer / Deputy Principal (new students during the year or not in year 9)	Use our "welcome to school" hui with whānau at beginning of year for year 9 students.
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please ask Senior Leadership.

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	Advisory Teacher	Follow-up all absences to confirm reason for absence. Send a Step 1 letter for all unjustified absences. Justified absences require no action to be taken.
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Advisory Teacher	Updates given to students weekly in advisory and parents through weekly email
Report regularly to parents on attendance of their child	Provide weekly notes on attendance to parents via email	Advisory teacher	Updates given to students weekly in advisory and parents through weekly email

Between 0–5 days of absence - all absences must be followed up to ensure the correct code is recorded. Any students already on the attendance list from the previous term will be identified by the Senior Leadership Team at their fortnightly meetings.

Students with less than 10 days absence (5-9 days)			
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 **Step 2 template**). Phone contact to be used if this is not the first time the student has met the threshold	Advisory Teacher (Any concerns of next steps discussion options with Senior Leader.)	Record actions taken in Kamer. If there is no action taken due to individual circumstance- record this against student record. Follow-up to be within 2 school days of meeting the threshold.
Support students to catch up missed learning where required	Identify missed learning objectives and consider notes or activities to bring student back up to speed	Advisory Teacher	Discuss with student in Advisory time. Check no internal assessments were missed (Yr11-13)
Use in-school resources as appropriate to remove barriers e.g. counsellor, uniform, bus pass	Contact Senior Leader if barriers are identified that the school could assist with	Advisory Teacher/ Senior Leadership Team	Parents and the student will be provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse appointments

5 to 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.

When students have made progress in improving their attendance, acknowledge and share this positive growth with both the student and their whānau.

If no further action is taken due to specific circumstances, ensure this is noted in the student record.

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

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation. (Step 3 letter)	Advisory Teacher, and/or Senior leadership	Record actions taken in Kamer. 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.	Advisory Teacher, and/or Senior Leader	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.	Advisory Teacher, and/or Senior Leader	Take quick action where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from a senior leader as needed	Discuss with Senior Leadership Team what further supports are available	Advisory Teacher, and/or Senior Leader	

10 to 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 circumstances- record this against student record.

Students with 15 or more days absences

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	Senior Leadership Team	
Hold a meeting with the parent/caregiver and student (where appropriate) to analyse reasons for absences.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	Assistant principal with Advisory teacher	Plan to return student to regular attendance
Request support from Attendance Services 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.	Senior Leadership Team decision	Before referring, check that all previous actions such as a support plan are in place. Resources and supports will continue to be provided as appropriate. Reintegration plan is put in place to return the student to regular attendance.
Maintain implementation and monitoring of support plan.	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met.	Senior Leadership Team	Support plan in place Continue monitoring Steps are taken to reintegrate student

Over 15 days absence - investigate reasons for these absences and refer to senior leader and/or pastoral team for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstances- record this against the student record.

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Students who are absent for 20 consecutive days			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Students who are absent for 20 consecutive days will be removed from the roll, unless the principal has been informed that the absence is temporary. Confirm the last day of attendance at the school and update the student's ENROL record.	Daily consecutive absence notifications from Kamar are monitored and actioned when reaching 20 days.	Principal Enrolment Administrator	