

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

2025 Term 3 attendance data is 64% of students regularly attending

Regular attendance means attending more than 90% of a term, or 9 days in a fortnight

The New Zealand government target is to have 80% of students attending school regularly by 2030.

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 social development. Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.

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, whānau and staff understand the processes and procedures that support student attendance
- report termly 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

Parnell District School Whānau messaging (internal only)

Parnell District School Attendance Handbook (internal only)

Monitoring

The principal and/or delegated staff will maintain reporting of daily and weekly 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.

Summary of our Attendance Management Plan

In line with the government's target of 80% of students regularly attending school by 2030. We're currently at

64% → **90%**

Regular attendance¹ in Term 3, 2025

Regular attendance by Term 4, 2026

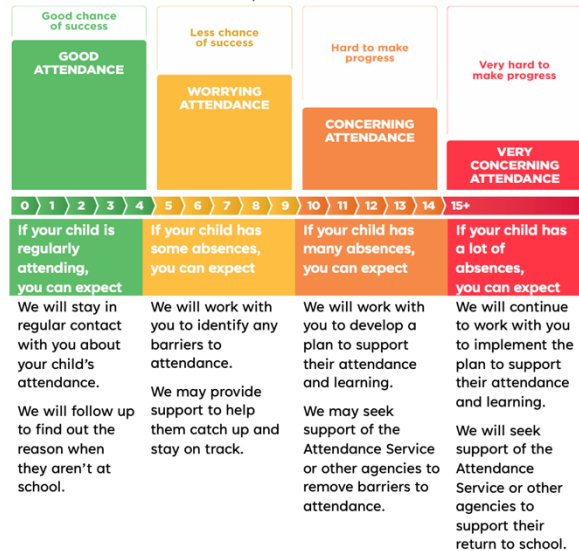
Our **Attendance Management Plan** sets out

- Why attendance is a priority for our school
- Legal requirements about attendance
- Our expectations of students, parents and our school staff

This includes

- How we manage attendance in our school
- How we identify concerning attendance
- How we respond to absences at different thresholds
- How we monitor and review the impact of our actions
- How we give the Board assurance that the school is managing attendance effectively

Our school uses the **Stepped Attendance Response (STAR)** to guide when and how we respond to absences.



Legislative compliance/ Legislation

Insert here any relevant legislation this plan supports

[Education and Training Act 2020](#) including amendments November 2025

[Education Attendance Regulations](#)

[Education Attendance Management Plan](#)

LEGAL OBLIGATIONS	STRATEGIC PLAN	ATTENDANCE POLICY
The key legal obligations can be found in the Education and Training Act 2020 in 38 sections.	Our current strategic plan can be found on our website https://parnell.school.nz/	Attendance policies can be found on our Schooldocs site at https://parnell.schooldocs.co.nz/

<p>The list of sections is available at this link: https://www.legislation.govt.nz/act/public/20</p> <p>Education Attendance rules Education (School Attendance) Regulations 2024</p>		<p>Username: parnell Password: parnelldistrict International Learner Attendance Student Attendance Curriculum and Student Achievement Policy</p>
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Reviewed:	Next review: Term 4 2026
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Attendance Management Procedure- Stepped Attendance Response

<p>Regular attendance means attending more than 90% of a term, or 9 days in a fortnight The New Zealand government target is to have 80% of students attending school regularly by 2030.</p> <p>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 social development. Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.</p>
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Parent/Whanau responsibilities:

<p>Ensure your child is attending school every day. Encourage good attendance habits.</p> <p>If absent – ensure School Office is messaged via School App (phone or text/email)</p> <p>If absence is for an extended time (eg illness, family circumstances) contact Deputy Principal: Student Support</p> <p>Absence for a holiday during school time must be applied for in advance principal@parnell.school.nz</p>










School responsibilities

<p>Encourage good attendance habits.</p> <p>Follow attendance plan and policies, including communicating attendance records with whānau</p> <p>Maintain accurate attendance records.</p> <p>Identify trends and support whānau/individual students as appropriate.</p> <p>Engage with support agencies as required.</p>

School Procedures



Individual Student Attendance activities
Individualised student responses to absence thresholds

Less than 5 days absence in a school term	Up to 10 days absence in a school term	Up to 15 days absence in a school term	15 days or more of absence in a school term
<p>Parents/Guardians </p> <ul style="list-style-type: none"> › Ensure student attends every day they are able › Reinforce good attendance habits › Open communication with school › Follow school attendance management plan and associated policies and processes <p>School </p> <ul style="list-style-type: none"> › Maintain contact details of parents › Communicate (phone, text) with parents about unexplained absence › Encourage good attendance habits. This will be achieved by: <ul style="list-style-type: none"> - Rewarding regular attendance through weekly Waka points - End of Term Attendance Awards at Team Hui - End of Year Attendance Award at whole school assembly 	<p>Parents/Guardians </p> <ul style="list-style-type: none"> › Return student to regular attendance › Engage constructively with the school to enable their child to return more regularly to school. › Engage in supports offered <p>School </p> <ul style="list-style-type: none"> › Contact parents to discuss reasons for absence and impact on learning › Use in-school resources as appropriate to remove barriers e.g. <ul style="list-style-type: none"> - Check in, Check Out - School Counsellor 	<p>Parents/Guardians </p> <ul style="list-style-type: none"> › Return student to regular attendance › Participate in meeting with school to analyse reasons for absence and to collaborate on a support plan › Implement strategies at home <p>School </p> <ul style="list-style-type: none"> › Formal notification advising whānau of 15 days absence › Hold meeting with whānau to analyse reasons for absence and to collaborate on a support plan › Develop and implement a support plan tailored to the reasons and circumstances around the child's absence › Use in-school resources as appropriate to remove barriers and request support from Attendance Service or other agencies as needed 	<p>Parents/Guardians </p> <ul style="list-style-type: none"> › Return student to regular attendance › Engage in support plan › Participate in regular meetings <p>School </p> <ul style="list-style-type: none"> › Contact whānau to inform of escalated response › Participate in multi-agency response › Maintain implementation and monitoring of support plan › Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up › Unenroll if student will not be returning to school
<p>Ministry of Education </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Attendance Service</p> <ul style="list-style-type: none"> › Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes: <ul style="list-style-type: none"> › agreeing changes to be made, › addressing some unmet basic needs impacting on attendance, and › referring students to other services as necessary › Collaborate with schools so that <ul style="list-style-type: none"> › they remain engaged as plans are developed and implemented, and › they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn </div> <div style="width: 48%;"> <p>Regional and National teams</p> <ul style="list-style-type: none"> › Facilitate involvement of other agencies › Support schools to access other education pathways for a student where appropriate › Consider system-wide initiatives for high-risk attendance › Reprioritise regional support resources to where most needed/effective › Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools </div> </div>			