



## Attendance Management Plan and supporting Stepped Attendance Response

### 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 63% regular attendance and a target of lifting regular attendance to 80% by the end of 2030.

### Board responsibilities

The board is responsible for taking all reasonable steps to ensure that the school's students attend 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 that actions taken are recorded 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 Plan

New Policy to be included

## Monitoring

The principal will maintain reporting of daily attendance data.

The board will receive termly attendance reporting- including information provided by the Everyday matters report. Included in this report there will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration.

The Deputy Principal – Pastoral will oversee and monitor Weekly, Termly and Yearly Attendance and work with the Year Level Pastoral Teams and Attendance Support Staff to monitor and use the and review the Stepped Attendance Response Plan.

## Legislative compliance/ Legislation

*Insert here any relevant legislation this plan supports*

[Education and Training Act 2020](#)

[Education Attendance rules](#)

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

Reviewed: 2<sup>nd</sup> December 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 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, caregivers, staff and 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
- follow the school's attendance management plan and associated attendance policies and procedures
- open communication with the school

### School responsibilities

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

## 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 non-attending students.

Deputy Principal Pastoral will:

- review attendance data weekly
- meet with the Student Attendance Officer fortnightly to review relevant data for the STAR progressions steps
- Check that correct communications and processes are being followed
- Will meet with the Junior, Senior and full Deans team as per termly cycle
- Will chair the Rock On meetings as per termly cycle
- 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

Our Student Attendance Officer will:

- support teachers to maintain accurate up-to-date attendance information
- Manage the notifications that come through SchoolBridge from parents about absences and lateness and action in Kamar
- Ensure that the Daily notifications to parents are sent each day, for any student marked absent and that have no notification from home
- Provide the relevant data for the STAR progressions steps to the DP Pastoral and Year Level Deans/SLT weekly
- Meet with DP Pastoral fortnightly to review STAR Progression data
- Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence

Year Level Deans / International Dean / Year Level Senior leaders are responsible for:

- monitoring student attendance for their respective year levels/international students, ensuring that parents are informed of attendance concerns, following the STAR
- Senior staff and relevant personnel will be kept informed of serious student absence situations
- Working with Student Attendance Officer and DP Pastoral to work with student and families to complete '[My Every Day Attendance Plan](#)' and record and store in Kamar

Classroom/ Atawhai Leaders are responsible for:

- recording student attendance to their class each period and within the first 10 minutes of the lesson
- maintaining accurate and up-to-date records and supporting the attendance system
- Deans and Atawhai leaders will also monitor and follow-up on lateness and other attendance issues

Data Systems will:

- action parent attendance reports being sent out fortnightly through SMS - Kamar

- will support with systems and processes within Kamar to ensure parent notifications, reports and access to attendance data through parent portal/SchoolBridge is clear and linked to STAR

Outside agencies will be used as appropriate to support attendance.

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.

The pastoral team meets on a cycle, for junior, senior, Rock On and Deans meetings, alongside weekly meetings with Year level Dean / SLT.

# Stepped Attendance Response – STAR

Responding to all absences



# Summary of our Attendance Management Plan



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

Our school has a target of

# 80%

Regular attendance for Year 2029

We're currently at

# ← 63%

Regular attendance for 2025

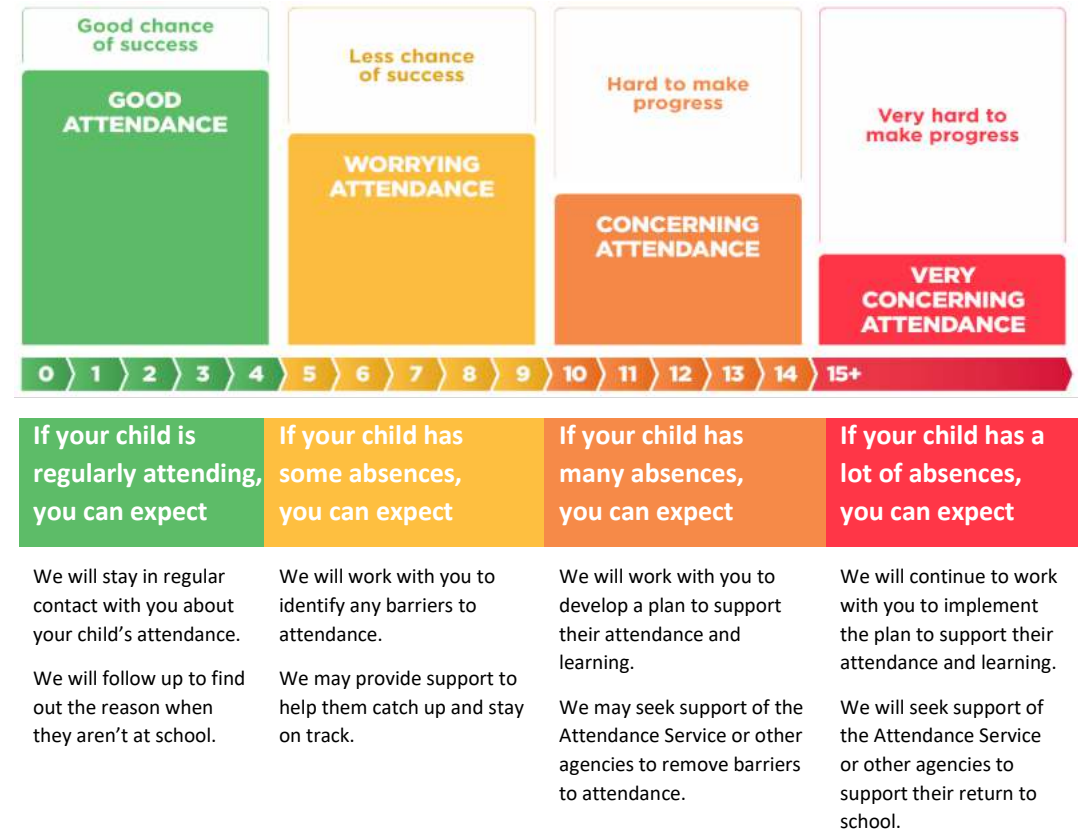
Our **Attendance Management Plan** sets out

- Why attendance is a priority for our school
- Legal requirements about attendance
- Our expectations of students, parents and our school staff  
This is also included in our **Attendance Policy**

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.





## Individual Student Attendance activities

Individualised student responses to absence thresholds



# LONG BAY COLLEGE

Care, create, excel

