

## Matangi School Attendance Management Plan and Supporting STAR Procedures

### Strategic Priorities

Regular school attendance is important for students to achieve their educational potential.

Attending school every day helps children build strong foundations for learning, develop positive social skills, and stay connected to their peers and teachers.

Matangi School believes regular attendance is critical to student wellbeing and achievement. Our school promotes a culture where attendance is valued, monitored, and supported through strong relationships, clear communication, and proactive interventions.

The New Zealand Government has set a national target for 80% of students to attend school at least 90% of the time. This means that students should be absent for no more than one day per fortnight to ensure they are fully engaged in their learning.

Our school currently has 73.76% regular attendance and a target of lifting regular attendance to 90% by the end of 2030.

	Term One 2025	Term Two 2025	Term Three 2025	Term Four 2025
Regular attendance (>90%)	79.56%	70.53%	55.33%	79.70%
Irregular attendance (80-90%)	13.81%	16.32%	28.43%	13.86%
Moderate attendance (70-80%)	4.42%	8.95%	12.69%	4.95%
Chronic attendance	2.21%	4.21%	3.55%	1.49%

(<70%)				
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We aim to:

- Foster a positive and inclusive school culture and climate which encourages engagement and attendance
- Partner with families to remove barriers to attendance.

### **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 (Education and Training Act, s36).

The Board will comply with the provisions in the legislation in relation to student attendance by:

- Overseeing the implementation of regular review of Matangi School's Attendance Management Plan, which must be aligned with the STAR Framework.
- Ensuring that the Attendance Management Plan is published on the school's website and is publicly available.
- Setting an annual attendance target
- Receiving and reviewing regular reports (twice a term) from the Principal on school-wide attendance data and trends.
- The board ensures that attendance is established as a priority within Matangi School.
- The board ensures that the school has clear roles and responsibilities established for staff regarding attendance management and the Stepped Attendance Response.

### **Principal Responsibilities**

The principal is responsible for:

- Developing and overseeing the School's Attendance Management Plan.
- Ensuring the school's plan aligns with the STAR framework, setting clear expectations, and defining the responses for different absence thresholds.
- Leading the school-wide effort to communicate the importance of regular attendance (attending over 90% of the time) to students, parents and staff.
- Working with the school board to actively minimise disruptions to the school day and week.
- Overseeing or directly managing students who reach the most serious absence thresholds (e.g. 15 or more days per term).
- Approving or leading formal meetings with parents, students, and sometimes external agencies (like Attendance Services) to develop and implement support plans.
- Approving extended leave and considering appropriate next steps for students with chronic non-attendance.

- Ensuring parents receive clear information about attendance expectations upon enrolment and throughout the year, and what steps the school will take when a student is absent.
- Facilitating collaboration and information sharing with the Ministry of Education, Attendance Services, and other government or community agencies to address complex attendance barriers.
- Ensuring all staff understand and fulfil their roles in accurate roll marking, early follow-up on absences, and implementing support strategies.

### **Attendance Policy**

At Matangi School, our attendance policy and procedures ensure students are accounted for during school hours and activities as well as emergency events. This allows school staff to identify and respond to student attendance concerns.

As required by the Education and Training Act 2020 (s35), students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and the Ministry of Education.

School staff record and monitor attendance using set attendance procedures. In addition to including attendance in our Strategic Plan, we have annual targets for student attendance, and work with students, whaanau, staff and external agencies where necessary to improve our levels of student attendance. We share our attendance information with the Ministry of Education.

A full Attendance Policy is available on our website through SchoolDocs.

### **Parent/Guardian and Student Responsibilities**

Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s244).

We expect parents/guardians to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments and trips outside school hours or during school holidays where possible
- Work with the school to manage attendance concerns
- If there is going to be an absence of more than three days, the principal needs to be informed in writing wherever possible.

### **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

## **Attendance Management Procedures**

### Purpose

At Matangi School, our attendance procedures ensure students are accounted for during school hours, school activities and emergency events. This allows school staff to identify and respond to student attendance concerns.

### Roles and Responsibilities

#### Principal

- Appoints staff and delegates duties to manage electronic attendance recording and follow-up procedures for non-attending students
- May approve up to five days of justified absence under the Education and Training Act 2020 (s45). Requests for planned absences need to be given to the principal at least one week prior. Approval is based on the benefit to the student's education and the length of time away from regular school programmes.

#### Office Administrator

- Records lateness and oversees the final decision on attendance codes (in consultation with the principal).
- Sends reminders to parents/guardians when no explanation has been provided.

#### Classroom Teachers

- Record student attendance for each half day.
- Complete the roll on Hero by 9.15am and 1.50pm
- Contact home if a pattern of absences begins to appear

#### Relievers

- Provide attendance information directly to the office.

### Arrival, Departure and Release

- Staff comply with the school schedule and release students only at set times.
- Students cannot leave school during school hours without parent/guardian permission and school approval.
- All students leaving early must be signed out at the office.
- Late students must report to the office to be signed in and receive a late slip.

## Attendance, Recording and Coding

- Matangi School follows Ministry of Education expectations for attendance codes.
- Parents/guardians must notify the school of an absence via Hero or phone call as soon as possible and no later than the morning of the absence.
- If no communication is received, students are marked with a ?. A text message is sent to seek explanation. If no response is received, the student is marked T (truant).

## Monitoring and Follow-Up of Absences

- Matangi School monitors patterns of absence and follows a stepped approach.
  - Teachers contact home if absence patterns develop.
  - Continued patterns are followed up by Senior Leadership.
  - Ongoing issues are referred to Attendance Services.
- Threshold levels and required actions
  - Less than 5 days - regular. Contact and follow-up as per standard procedures.
  - Up to 10 days - worrying. Send a formal notification home.
  - Up to 15 days - concerning. Send a second escalated email and meet with whaanau.
  - More than 15 days - serious concern. Send formal notice of attendance service referral; escalate to Attendance Services and appropriate multi-agency services.

## Evaluation of Attendance Interventions

- Senior Leadership Team reviews attendance patterns and evaluates the effectiveness of interventions in place.
- All actions taken to respond to attendance concerns are recorded on Hero.

## Communication with Parents/Guardians

- Parents receive student attendance data via Hero.
- Attached is the Stepped Attendance Response Plan for Matangi School.
- Any action can be taken at any threshold if appropriate.

## **Monitoring and Measuring Progress**

The Board delegates the responsibilities for attendance improvement to the principal.

The principal and office administrator have timely discussions about coding decisions as they arise.

The principal reports on attendance data twice termly to the Board.

The principal provides a termly attendance report to the Board based on the analysis of data, trends and narratives.

The principal reviews attendance progress each term. This review forms the basis of next steps for the following term.