



Maraekākaho School Attendance Management Plan and supporting STAR procedures 2026

Strategic Priorities

Strategic Goal 3: Attendance

To increase the percentage of students attending school regularly (90% or more of the time) to meet or exceed the New Zealand Ministry of Education target. By the end of this school year, our aim is to raise regular attendance to [specific percentage], supporting improved student engagement and learning outcomes.

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

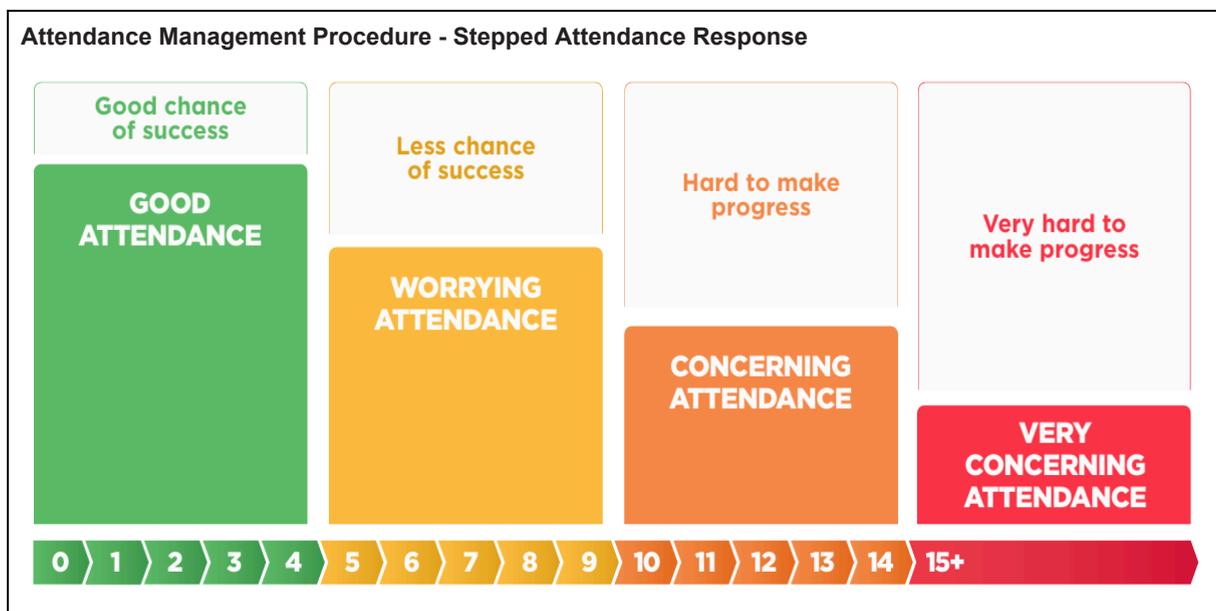
The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensuring that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensuring all students, whanau and staff understand the processes and procedures that support student attendance
- Reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance

If your child is regularly attending, you can expect	If your child has some absences, you can expect	If your child has many absences, you can expect	If your child has a lot of absences, you can expect
<p>We will stay in regular contact with you about your child's attendance. We will follow up to find out the reason when they aren't at school.</p>	<p>We will work with you to identify any barriers to attendance. We may provide support to help them catch up and stay on track.</p>	<p>We will work with you to develop a plan to support their attendance and learning. We may seek support of the Attendance Service or other agencies to remove barriers to attendance.</p>	<p>We will continue to work with you to implement the plan to support their attendance and learning. We will seek support of the Attendance Service or other agencies to support their return to school.</p>

Procedures/supporting documentation

Our school uses the [Stepped Attendance Response \(STAR\)](#) to guide when and how we respond to absences.



What is the STAR?

The STAR is a Stepped Attendance Response.

- The STAR sets expectations for responses to student absence.
- Outlines a series of activities to be used when ākonga meet absence thresholds.
- Use the STAR to strengthen existing policies and procedures
- Incorporate into Attendance Management Plan.
- Have regard for the STAR when developing your plan but you know your communities.



Monitoring

The principal will maintain reporting of daily attendance data with the support of school administrator and HERO Student Management system.

The board will receive attendance data at each meeting and 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 \(yet to be passed\)](#)

Reviewed: February 2026

Next review: February 2027

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 response to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students who are absent 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 agency, where necessary to improve our levels of student attendance.

Parent/Whanau responsibilities:

- ensure students attend school every day they can
- reinforce good attendance habits with their children
- open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedures when notifying the school of a child's absence
- **Book family holidays away during school term breaks not during term time. This will minimise the disruption to children's structured learning programmes**

School responsibilities

- clearly communicate to parents and students the attendance expectations on enrolment, at the start of the year and the beginning of each term
- clearly communicate the procedures for reporting a child's absence from school and how various absences are coded
- communicate to parents what steps the school will take if the student is absent from school
- monitor student attendance and contact family if there is consistent absence or a sudden prolonged absence to see if support is needed
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child

School Procedures

The principal will delegate the duties of managing the recording of electronic student attendance to the office administrator on HERO and the follow-up procedures for non-attending students.

Office administrator duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Classroom teachers or support staff are responsible for recording student attendance for their class promptly, first thing in the morning and after lunch break to ensure an accurate record of students at school each day.

Class teachers are responsible for maintaining accurate and up-to -date records and supporting the attendance systems. The office administrator will monitor and follow-up on lateness and other attendance issues, with the support of the principal.

Senior leaders are responsible for monitoring student attendance for the school, ensuring that parents are informed of attendance concerns. Senior leaders and relevant personnel will be kept informed of serious student absence situations.

Attendance trends will be shared in the school newsletter.

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.

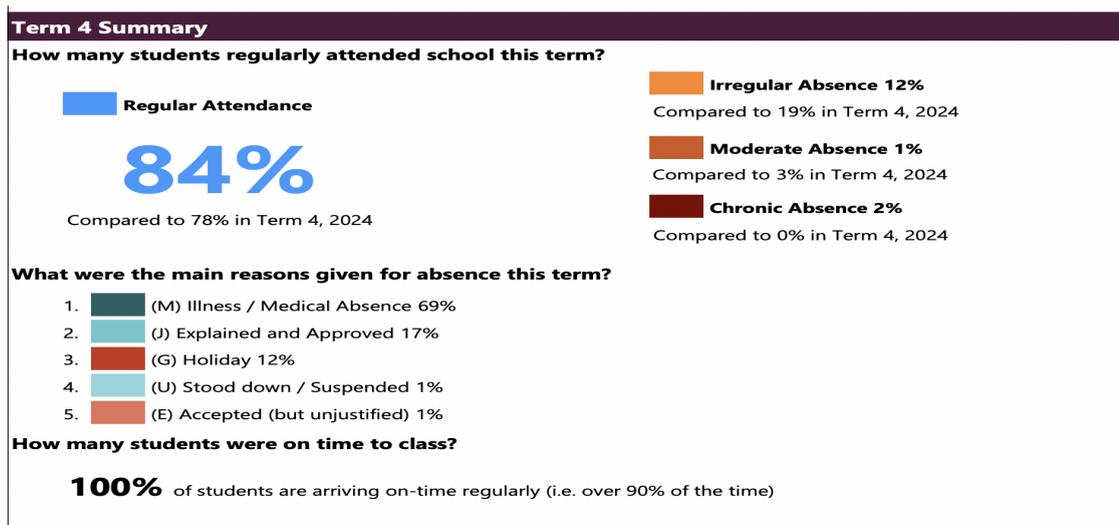
Patterns of attendance and specific interventions being used will be evaluated by the pastoral team/SLT termly to review outcomes and effectiveness of these interventions

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 HERO. If you have any questions about our Stepped Attendance Response please contact the principal.

[Updated Blank STAR template.pdf](#)

Baseline Data informing our Attendance Management Plan

Term 4 Attendance 2025 (from Every Day Matters)



Term 1 2026 Attendance TARGET based on Every Day Matters data

Regular/Good Attendance	Irregular Attendance
<u>90%</u>	<u>10%</u>