St Anne's Catholic School

Attendance Management Plan

Strategic Priorities

Regular school attendance is important for students to achieve academically, socially and emotionally. The Government target is 80% of students will be attending school regularly by 2030.

Our school currently has 69% (as at Term 4, 2025) regular attendance and a target of lifting regular attendance to 80% by Term 4, 2027.

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:

- being committed to supporting 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 absences are investigated, responded to and actions taken recorded aligned with the thresholds.
- ensuring all students, whanau and staff understand the process and procedures that support student attendance.
- reporting to the Board on any trends, barriers to attendance and interventions being used to support student attendance.
- sharing this attendance management plan with the community at our WhanauConnect meetings.

Attendance Management Procedure - Stepped Attendance Response

[Attendance Timeline (STAR)](#)

[Process in Response to Attendance](#)

Monitoring

The Principal will maintain reporting of daily 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.

Legislative compliance/ Legislation

Education and Training Act 2020
STAR
Education Attendance Rules

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 potential, academically, socially, emotionally.

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 can 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 agency, where necessary to improve our levels of student attendance.

Parent/Whanau 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.
- discuss any barriers there may be with sending their children to school

School Responsibilities

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- clear communication to parents and students upon enrolment
- 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 electronic student attendance register and the follow-up procedures for non- attending students

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

Classroom/Hub teachers are responsible for recording student attendance to their class - half day basis.

Senior leaders are responsible to contacting the whānau after 3 consecutive days absent with no response.

Classroom 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 attendance other attendance issues.

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 by teachers.

Parents will receive student attendance data via email in termly updates.

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 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 eTap. If you have any questions about our Stepped Attendance Response or procedures, please email office@stanne.school.nz

[Process in Response to Attendance](#)

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non-attendance. Contact parents asap (ideally within 3 school days) and arrange meeting for as soon as possible.

Any attendance data related questions please contact office administrator (office@stanne.school.nz) who will forward your question to the appropriate staff member.

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 (such as texts to parents)	Class/Hub 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 eTap) to quickly identify all student absences and communicate these to parents Follow-up daily with parents any unexplained absences	Administration team	Text based reminder to be sent from 10:00 am for all unexplained absences.
Minimise disruptions to the school day and week	School Board 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.	Senior Leadership Team	Use our enrolment meeting with SLT to identify any previous barriers to attendance.
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 discuss with SLT.

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	Administration team	Follow-up all absences to confirm reason for absence. No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via classroom discussions	Teacher	Termly updates sent to students and parents through email
Report regularly to parents on attendance of their child	Providing information regarding attendance to parents via email	Teacher	Updates sent to parents via email

Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence. Any students, already on attendance list from previous term will be identified by the SLT at Attendance Review Meeting.

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 3 consecutive days teacher to contact parents Phone contact to be used if this is not the first time student has met the threshold	School Attendance Team	Record actions taken in eTap. If there is no action taken due to individual circumstance- record this against student record. Follow-up to be within 2 schools 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	Class/Hub teacher	Discuss with student Check no internal assessments missed
Use in-school resources as appropriate to Remove barriers e.g. SWiS, uniform, food	Contact SLT if barriers identified that the school could assist with	Teacher, LT SLT SWiS	Parents and student provided access to additional resources. Consider uniform, SWiS, nurse appointments

Between 5-9 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.
For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.
If there is no action taken due to individual circumstance- record this against student record.

Students with less than 15 days absence

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Teacher SLT	Record actions taken in eTap. 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.	Teacher, SLT	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.	SLT	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with SLT what further supports are available	Teacher SLT	

Between 10-14 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 circumstance- record this against student record.

Students with greater than 15 days absence

Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parent to escalate concerns	Further escalating email (use template)	School leadership	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	SLT	Plan to return student to regular attendance
Request support from Attendance Service 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	SLT	Before referral check all previous actions like support plan are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return 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	SLT	Support plan in place Continue monitoring Steps taken to reintegrate student

Over 15 days absence, investigate reasons for this absence and refer to dean and/or pastoral team for further actions. Record all actions taken to address non-attendance.
If there is no action taken due to individual circumstance- record this against student record.