

# Pegasus Bay School

## Attendance Management Plan and supporting STAR procedures

### 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 an average of 65.5% regular attendance and a target of lifting regular attendance to 75% by the end of 2026.

### 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:

- implementing the stepped attendance response (STAR)
- ensure that student absence is investigated, responded to and actions taken are recorded
- ensure all students, whanau 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 (STAR)- see below**

### Monitoring

The principal will maintain reporting of daily attendance data via HERO

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](#)

[Education Attendance rules](#)

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

Reviewed: November 2025

Next review: November 2026



# Attendance Management Procedure- Stepped Attendance Response

We recognize 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 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 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.

## 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.

## School Procedures

The principal will delegate duties, so as 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 teachers are responsible for recording student attendance to their class each period/ half day basis. They will also monitor and follow-up on lateness and attendance.

Team leaders and 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.

Parents have access to student attendance data via HERO which is updated daily.

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 Senior Leadership Team 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 Kamer. The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Penny Brown.

## 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 when an attendance issue has been noticed.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents</p>	<p>Homeroom Teacher</p> <p>Principal</p> <p>School board</p>	<p>Termly attendance features including updates on data in newsletters.</p> <p>Expectations and guidance for parents published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	Administration team	Phone call to caregiver and message left to contact school if required for all unexplained absences.
Minimise disruptions to the school day and week	School boards 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.	Deputy Principal	Record any concerns and pass on to the relevant staff.
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 Di Murphy.

Students with less than 5 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Identify all student absences	Administration team	Follow-up all absences to confirm reason for absence.
Maintain contact details	Communicate these to parents		No action taken
Report regularly to parents on attendance of their child	providing weekly notes on attendance to parents via HERO	HERO - automatic	Updates sent to parents through HERO
<b>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 monitored by the DP.</b>			
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 5 days send email to parent (use template).  Phone contact to be used if this is not the first time student has met the threshold	DP	Record actions taken in HERO  If there is no action taken due to individual circumstance- record this in HERO
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	Home-room Teacher	Discuss with student any work that needs to be caught up on
Use in-school resources as appropriate to  Monitor attendance	DP to record in HERO if attendance has not improved	DP	DP contact parents
<b>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.</b>			
<b>For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.</b>			
<b>If there is no action taken due to individual circumstance- record this in HERO</b>			

<b>Students with less than 15 days absence</b>			
<b>Activities</b>	<b>Practice</b>	<b>Responsible Person</b>	<b>Notes &amp; Actions</b>
Contact parent to escalate concerns and offer support	Further contact with parent Email and/or phone call as required for escalation.	DP	Record actions taken in HERO  If there is no action taken due to individual circumstance- record this in HERO
Hold meeting with parent/caregiver and student (when requested) to analyse reasons for absence and to discuss support	Arrange meeting including parents and student.	DP Homeroom Teacher	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence (if parents agree)	Hold everyone accountable for their part in the plan	All mentioned in the plan	Take action quickly where expectations aren't being met
<b>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.</b> <b>If there is no action taken due to individual circumstance- record this in HERO</b>			
<b>Students with greater than 15 days absence</b>			
<b>Activities</b>	<b>Practice</b>	<b>Responsible Person</b>	<b>Notes &amp; Actions</b>
Contact parent to escalate concerns	Further escalating email (use template) letting them know an ASA referral will be made if there is no response	DP	Record actions in HERO
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.	DP Homeroom teacher Whānau Student	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed	Refer to Ministry of Education attendance services or other agencies	DP	Before referral check all previous actions like support plan are in place.
Participate in multi-agency response	Support access to services and collaborating with specialists		Resources and supports will continue to be provided as appropriate  Reintegration plan in place to return student to regular attendance working alongside attendance service
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	DP	Support plan in place  Continue monitoring  Steps taken to reintegrate student

**Over 15 days absence, investigate reasons for this absence and refer to DP for further actions. Record all actions taken to address non-attendance.  
If there is no action taken due to individual circumstance- record this in HERO**