

Attendance Management Plan and supporting STAR procedures- Mangere College 2026

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 in 2025 had 15% regular attendance and a target of lifting regular attendance to 50% by the end of Term 2, 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
- ensure that the school has an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- regularly scrutinizing attendance data

publishing 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
- closely monitoring attendance, meeting regularly with students with chronic absenteeism, reporting AMP progress regularly to students; staff and community.

Procedures/supporting documentation

Attendance Management Procedure - Stepped Attendance Response

Monitoring

The principal will maintain reporting of daily attendance data.

The DP responsible will monitor daily attendance and report to principal, meet weekly with Attendance team; monitor progress of Attendance Plan and tracking of attendance target; liaise with external provider ME (Mangere East Family Services), provide termly attendance information to the Board - including information provided by the Every Day matters report. Included in this report there will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration and identification of potential solutions.

Awhina teachers will monitor daily attendance and report to Deans. Deans will follow up concerns. In school provision for attendance plan and work closely with the Deputy Principal, Deans and families, analyse and provide analysis of attendance data.

Attendance Plan will be discussed at each Year Level Deans' meeting and SLT meetings.

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:

Next review:

Attendance Management Procedure- Stepped Attendance Response

We recognise the importance of regular attendance to help our students achieve their educational potential.

Currently our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and respond to student attendance concerns.

We are working towards 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 and external agencies, where necessary to improve our levels of student attendance.

We are undertaking an in-depth evaluation of our current attendance systems, processes and practices. This will involve SLT, Deans, Awhina Teachers, Attendance Team including external service providers (Attendance Navigators), students and whanau. This will be completed by the end of Term 1.

Parent/Whanau responsibilities:

- notify the school of any changes to contact details
- work closely with the school to turn around poor attendance e.g attend meetings when requested,
- reinforce good attendance habits
- open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedures

report daily absentees using school systems e.g. Schoolbridge, phone, email.

School responsibilities

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- clarity for whanau steps the school will take if the student is absent from school
- monitor student attendance
- provide students with regular updates on their own attendance
- notify whanau daily if student is absent without explanation report regularly to parents on attendance of their child.
- Teachers ensure that attendance data is accurate and is regularly recorded on Kamar each day.
- Awhina/Subject teachers will follow up any unexplained absences with whanau/document outcomes on Kamar.
- Awhina/Subject teachers follow up student unexplained lateness, recorded in Kamar
- Classroom teachers are responsible for recording student attendance in their class for each period
- Deans are responsible for monitoring student attendance for their year level, ensuring parents are informed of attendance concerns. Senior Leadership Team and Attendance Team will be kept informed of serious student absences.

School Procedures

The principal will appoint staff and 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 Deans and Awhina Teachers to maintain accurate up-to-date attendance information.

Awhina and subject teachers are responsible for recording student attendance to their class each period/ half day basis.

Awhina 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.

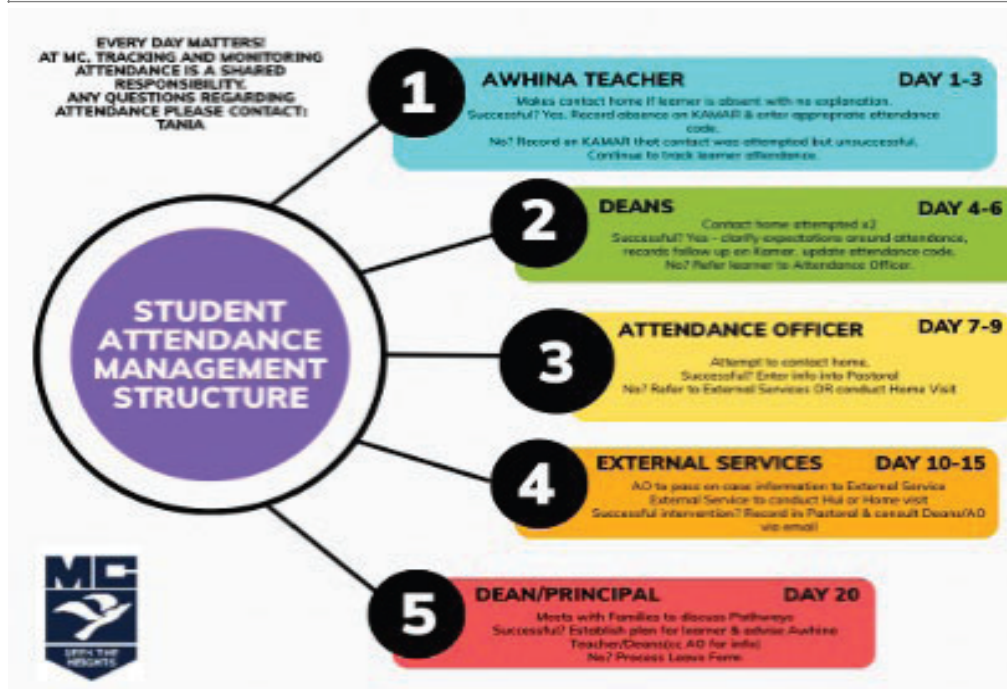
Deans, Attendance Team, and DP are responsible for monitoring student attendance for their respective year levels, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations in a timely manner.

Parents will receive student attendance data through parent portal (school bridge) weekly emails/ school newsletters; fortnightly and termly updates from the principal.

Outside agencies will be used as appropriate to support attendance. They will attend regular attendance meetings as part of the Attendance Team; work one day a week onsite to support Attendance Team;

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/strategies being used will be evaluated by the Attendance 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 Kamar. The attendance team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Andrew Maea-Brown.

Students with less than 5 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Identify all student absences	Awhina Teacher/Deans/ Attendance Team	Follow-up all absences to confirm reason for absence.
Maintain up to date	Communicate these to		No action taken
Provide students with regular updates on their	Provide regular reporting via online	Awhina Teacher	Updates sent to students and parents through weekly notes
Report regularly to parents on attendance	providing weekly notes on attendance to	Awhina Teacher	Updates sent to students and parents through weekly notes
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			
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	Subject Class/ Awhina Teacher (Any concerns of next steps discussion options with year level dean.)	Record actions taken in Kamar. If there is no action taken due to individual circumstance- record this against student record.
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	Awhina Teacher	Discuss with student in awhina time- student to follow up with appropriate subject teachers. Check no internal
Use in-school resources as appropriate to Remove barriers e.g. counsellor, uniform, bus	Contact pastoral care team if barriers identified that the school could assist with	Awhina teacher/ Pastoral care team	Parents and student provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse
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	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Awhina Teacher, and/or School leadership, and/or	Record actions taken in Kamar. 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.	Awhina Teacher, and/or	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's	Hold everyone accountable for their part in the plan.	Awhina Teacher	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed; e.g. Attendance Officer	Discuss with attendance team what further supports are available	Awhina Teacher/ Dean	

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	Notes & Actions
Contact parent to escalate	Further escalating email (use	SLT	Document any actions
Hold meeting with parent/ caregiver and student (where appropriate) to analyse reasons	Arrange promptly for meeting including parents and student. Consider who will be in	Awhina Teacher/ Dean	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	Attendance team decision	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
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	Pastoral care team	Support plan in place Continue monitoring Steps taken to reintegrate

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.

DRAFT Attendance Action Plan 2026

Strategic Area	Rationale	Practice	Responsibilities	Timing	Next
Year level attendance	Improve attendance across all Year levels	1. Outline Attendance as a focus and expectations for 2026 and communicate with parents and students prior to the start of Term 1 2. Monitor attendance across all subjects (weekly) through the WERs. 3. Year level attendance summary distributed to all Deans at the start of each term. 4. Students of concern identified from attendance summary reports, highlighted by AO and distributed to AT's for follow up from Deans, supported by Deans. 5. Ongoing analysis of attendance data and reporting to the Deans and SLT.	SLT SLT/AO AO/AT/Dean	T1 Weekly Termly Termly	

Communication	Clear and timely communication with students and parents about attendance. Students and whanau/parents have high expectations around attendance.	1. Daily absence text sent out to all parents of students without a reason at 11.30am.	AO	Daily
		2. Daily late text sent to all parents of students who are late without a justified reason at 10.30am.	AO	Daily
		3. Start of Term emails to parents and students to highlight and emphasize our focus on attendance.	SLT	T1
		4. Reporting of individual class attendance percentages to parents in WERs.		Weekly
		5. Māori Hui and Parent Fono evenings – attendance as an ongoing agenda item/ communication point.	WT/	Termly Ongoing
Tracking Attendance	Use of data to track progress towards our attendance goal	1. Automated Daily Awhina class absence data sent to ATs via Kamar to follow up with students during Awhina time. 2. Awhina Teachers to meet with each student once a term to discuss overall attendance (junior and senior) – notes recorded in KAMAR. 3. Awhina teachers monitor and track attendance daily and apply the STAR response at the relevant thresholds 4. Automated Weekly Awhina class absence data sent to WLs via Kamar for further follow up. 5. Termly attendance summary reports – reports issued to students by AT to assist with their own tracking of attendance. 6. Year level Attendance Team Meetings (Deans and SLT member) – weekly to discuss students of concern and actions. 7. Individual students with attendance concerns identified early and flagged – communicated with students and parents by AT first. 8. Attendance below 90% - whanau meeting organized- with AT	SLT/ Deans/ AT	Daily Daily/ 5 days, 10 days, 15 days Weekly Termly Weekly Ongoing

Reporting Attendance	Students and whanau/parent have a clear picture of their attendance.	1. Student reports throughout the year provided to parents include Attendance statistics. 2. Attendance summary reports for each term distributed to students at the start of Terms 2, 3 and 4. ATs to discuss attendance concerns with those students with attendance below 90% during Whanau Time. 3. Weekly Engagement Reports (WERs) to parents and students include individual weekly class attendance	SLT AT SLT	Termly Weekly
Monitoring and internal/ external support	Support provided internally and externally for identified students	1. Discuss flagged students with SSC team for extra and ongoing support. Home visits where needed. 2. Continue involvement with external agencies that support the attendance of students of concern. 3. Students with ongoing attendance concerns flagged by AT and Deans and referred to ME.	SSC, ME ME	Ongoing Termly

The Mangere College Attendance Management Plan will be reviewed annually.