Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government's target is that 80% of students will be regularly attending school by 2030.

Our school currently has 73% regular attendance (taken from average termly attendance across 2025) and a target of lifting regular attendance to 76% 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 publish this attendance management plan on the school's website

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

- committing 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

Principal/SLT responsibilities

The principal/SLT are responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded too and actions taken are recorded and aligned with the thresholds
- ensure 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.

Procedures/supporting documentation

Attendance Management Procedure - Stepped Attendance Response (see below)

Monitoring

The principal will maintain reporting of daily attendance data.

The board will receive reporting on attendance at every board meeting- 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

Nāu te rourou, nāku te rourou, ka ora ai te iwi | With my food basket and your, the people will thrive!

Coming to school every day is a shared effort. When whānau and Birkenhead Primary School work together, our children thrive. Good attendance grows from this partnership and ensures our tamariki have the best chance to learn and succeed.

Here at BPS our priority is to identify patterns of avoidable absence.

BPS School Attendance Procedures

Recording attendance	personnel
1. If a student is going to be absent from school, parents are required to notify the school and provide a reason for the absence. Our preferred method of reporting absence is via the Hero app. However, parents may call or email the office also.	Parents Office
2. Classroom teachers record student attendance on Hero using relevant codes. This is required to be completed by 9:05am for morning attendance and by 1:10pm for afternoon attendance. Relief teachers will fill in a hard copy roll and deliver it to the office in both the morning and afternoon.	Classroom teachers Relief teachers
3. The school monitors daily attendance by checking on any students with unknown absence. The office administrator uses Hero to text parents to confirm the reason for the unknown absence. If no response comes back via text, then the office will call whānau for clarification.	Office
4. ***The Attendance/Absence codes (appendix C)*** referred to at the bottom of this document are the attendance codes that will be used by our school	Office
Monitoring Absence	**Personnel**
1. Teachers will track the attendance of their students. If teachers are aware of patterns of avoidable absence happening, they'll connect with the BPS SLT to discuss options in the ***Stepped Attendance Response Activities*** (Appendix A) below. **Please note:** While the Stepped Attendance Response system will generally align with patterns of **concerning absenteeism**, this may not always be the case. For example, a student with a history of excellent attendance may experience an extended absence due to hospitalisation, or a whānau may have unavoidable overseas travel. In such cases, the most appropriate response is to support the student's continued engagement and reintegration into learning,	Classroom teachers

rather than initiate attendance interventions.	
2. If a student is absent for more than 5 days within a term the school will use the **Stepped Attendance Response Activities** (*Appendix A)* below to support the student and whānau.	Teacher SLT SENCO

3. Communication.
    a. 6 monthly reports,
    b. Parent/teacher communications
    c. Attendance is reported to the BPS Board
    d. School website - access to the Attendance Management Plan is available on our school website.
    e. The school newsletter - attendance is reinforced and communicated to our school community in the newsletter.
    f. Summary emails are sent to whānau
       i. An email is sent to whānau after 5 days of absence within a given term (see **Automated attendance emails below** - *(Appendix B)*).
	Classroom teachers
	Office
	SLT
	Hero

Appendix A: Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term (90% regular attendance)	**Up to 10 days absence in a term (80% regular attendance)**	**Up to 15 days absence in a term (70% regular attendance)**	**15 days or more absence in a term (less than 70% regular attendance)**
Whānau	**Whānau**	**Whānau**	**Whānau**
Ensure student attends every day they are able Reinforce good attendance habits Support other whānau to reinforce good attendance habits Follow school attendance management plan and procedures	Return student to regular attendance Contact school to discuss reasons for absence and impact on learning Support student to catch up on missed learning Engage in supports offered	Return student to regular attendance Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan Implement strategies from support plan at home	Return student to regular attendance Engage in support plan Participate in regular meetings
Kura	**Kura**	**Kura**	**Kura**
Communicate with whānau about every absence Maintain contact details of all parents Provide students with regular updates on their own attendance Report regularly to whānau on attendance of their child	Contact parents to discuss reasons for absence and impact on learning Support student to catch up missed learning where required * Use in-school resources as appropriate to remove barriers, eg: LSC/SENCO, SLT	* Contact parents to escalate concerns * Hold meeting to analyse reasons for absence and to collaborate on a support plan * Develop and implement a support plan tailored to the reasons and circumstances	* Contact parents to inform of escalated response * Request support from Attendance Service or other agencies as needed * Participate in multi-agency response * Maintain implementation of support plan

* may involve the support of the Senco.

Appendix B: Automated attendance emails:

Our SMS system, Hero, has automated attendance emails that are posted on Hero once a child reaches the attendance threshold.

These editable letters are aligned to each threshold, automatic dating system is created when a threshold is reached, and a nominated contact person is editable.

Attendance Letter Example:

Our expectations for student attendance

Tēnā koe caregivers,

Regular attendance at Birkenhead School is important to your child's success and there is a clear connection between going to school regularly and doing well in the classroom. Making sure students attend and engage in learning is a shared responsibility. As a parent or caregiver, you are responsible for making sure your child attends school every day.

If your child is going to be absent for any reason, it is essential that you let us know as soon as possible. Please phone us, send us an email, or message us through Hero to confirm their absence and provide the reason.

We acknowledge that there are genuine reasons students may occasionally be absent. However, without regular attendance your child will struggle to make progress. If your child is absent regularly or for extended periods, we will reach out to you to discuss the situation.

We are committed to supporting your child to attend school. If you're having difficulty getting your child to school, you can ask for support by:

- Speaking with your child's teacher,
- Getting in contact with {{Staff_member_name}} on {{Staff_member_email}}

We can work with you to develop a support plan that addresses any barriers to regular attendance.

More information on attendance, including your rights and responsibilities as parents or caregivers, is available on the Ministry of Education's attendance webpage.

Ngā mihi,

Francis Naera

Appendix C: The Attendance/Absence Codes

PRESENT FOR HALF-DAY CALCULATIONS			
PRESENT (P)	**LATE TO CLASS (L)**	**BOARD APPROVED OFFSITE LEARNING (Q)**	**APPROVED EXTERNAL APPOINTMENT (D)**
Student is present in class.	Student is late to class	Student is present in board approved off-site learning. Examples include: ● School organised activities ● Farm/nature school ● School Camp ● Sports Tournaments ● Cultural events e.g. kapa haka festival ● Transition visits to another school ● Emergency Situations such as Covid lockdowns	Student is attending an approved off-site appointment. Examples include: ● Medical appointment (GP, Dentist, Physio) ● Appointment with social worker, counsellor, mentor or psychologist ● Meeting with government and non government agencies ● Court proceedings ● Learning specialists
JUSTIFIED ABSENCE			
EXPLAINED AND APPROVED (J)	**ILLNESS / MEDICAL ABSENCE**	**EXAM LEAVE (X)**	**STOOD DOWN / SUSPENDED (U)**
Student is absent due to explained and approved reasons. Examples include: ● Family emergencies ● Bereavement ● Extreme weather conditions / road closures ● Significant cultural events e.g. citizenship ceremony ● Student is competing in non-school events e.g. regional/national events (not board approved). ● Principal approved exemptions	Student is absent due to illness or medical reasons. Examples include: ● Short-term illness, injury or medical event ● Mental health including anxiety, depression or PTSD	Student is absent due to sitting an exam that cannot be arranged out of school hours e.g. Trinity Music exam	Student is absent due to formal stand down or suspension.
UNJUSTIFIED ABSENCE			
TRUANT (T)	**EXPLAINED BUT NOT APPROVED (E)**	**HOLIDAY DURING TERM TIME (G)**	**UNKNOWN (?)**
Student is absent without explanation or permission from a caregiver. ● No valid reason is	Student is absent and the reason provided does not meet the school's attendance policy. Examples include:	Student is absent due to a holiday being taken during term time. Examples include:	Temporary code is used when the reason for absence is initially unknown. This then

supplied by parent/caregiver ● Student is intentionally not attending class	● Visiting family or friends ● Student is tired from a late night ● Child didn't want to attend a sports day or school arranged event ● Student is celebrating their own or a family member birthday ● Haircuts or any other personal grooming ● Parent is sick	● International travel ● Domestic travel	updated once the reason is confirmed with the parent/caregiver.