



St. Joseph's
Cathedral School

Attendance Management Plan and supporting STAR procedures

Approval:	<i>Date</i> <i>School board signature</i>	Published on:	https://www.stjoescath.school.nz/
Effective date:	<i>June 2026</i>	Review date:	<i>January 2027</i>

Overarching attendance objectives and strategic priorities

- To closely monitor attendance and aim for students to be in the Regular Attendance category (90% or higher)
- Regular school attendance is important for students to achieve their educational potential. The government's target of 80% of students regularly attending school by 2030
- Our school currently has 75% regular attendance and a target of lifting regular attendance to 80% at 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
- ensuring all absences are recorded, and staff respond 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
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- 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 and Supporting Documents and Legislation

Attendance management Procedure - Stepped Attendance Response (STAR)- see below

- School Docs-Ākongo Attendance
- Attendance Follow ups 2026

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.

Legislation

- Education (School Attendance) Regulations 2024
- Education Attendance Rules 2025
- Education and Training Act 2020

Attendance Management Procedure- Stepped Attendance Response

"Going to school is critical for our children's future. The evidence is clear that every day of school matters – missing school leads to lower achievement." ERO

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 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 and external agencies, where necessary to improve our levels of student attendance.

Parent/Whanau responsibilities:

Parents and guardians have legal obligations to ensure their children attend school (Education and Training Act, s 244). We expect parents/guardians to:

- Notify the school of every absence and engage with the support that is offered. Parents must notify the school via the **Edge App**, phone, or email **before 9:00 am** on the day of absence, stating the **detailed reason**.
- Reinforce good attendance habits
- Have open communication with the school and work with the school to manage attendance concerns.
- **Arrange appointments and holidays outside school hours or during school holidays where possible**
- Follow the school's attendance management plan and associated attendance policies and procedures.

Schools 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
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

School Procedures:

School Attendance Procedures

The principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students.

Non-teaching office 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 half day.

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 and other attendance issues.

Management will be kept informed of serious student absence situations.

Parents can see attendance through the electronic Edge app for their child, daily/ weekly / or termly as it 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 Management 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 EDGE in the first instance and then on the attendance google spreadsheet. The pastoral/ learning support team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact the Principal, Jo Stanley (jo@stjoescath.school.nz)

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.

Any attendance data related questions please contact the school office. For all other Attendance queries please contact Jo Stanley.

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>Class 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 included in enrolment forms.</p>
Following up absences daily	<p>Class rolls taken: 9:05am and 1.45pm</p> <p>Ensure all absences are coded correctly and that notes accompany the code</p> <p>Follow-up daily with parents any unexplained absences</p>	<p>Class Teachers</p> <p>Office Manger</p> <p>Principal</p>	<p>Follow up phone calls to all parents who have not notified the office of absence.</p> <p>By 11.00am all non responders must be shared with the Principal</p>
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Inquire into history of new students	When enrolling, identify issues or trends in attendance history.	Class Teacher/Principal	Ensure they have attendance information when enrolling
Clear communication that holidays/family visits should not be taken during term time	A written request needs to be submitted and held on record if this occurs	Principal	
<p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, consider referral to Attendance Services</p>	Seek more support as needed	<p>All staff as appropriate.</p> <p>SENCO/LSC/Principal</p>	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with the principal

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	Office Manager	Follow-up all absences to confirm the reason for absence. No action taken

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 the attendance list from the previous term will be identified by management in their weekly tracking.

Students with less than 10 days absence (5-9 days)- email notification

Activities	Practice	Responsible Person	Notes & Actions
Absence is due to illness (5+days)	Contact the parent to check on health Offer support Possible request for a medical certificate	Office Manager Principal	Record actions taken on Edge and in Google form
Contact parents to discuss reasons for absence and impact on learning	After 5 days send an email to the parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Principal	Record actions taken on Edge and in Google form If there is no action taken due to individual circumstance- record this against the student record. Follow-up to be within 2 school 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 Teacher	Record actions taken on Edge
Use in-school resources as appropriate to Remove barriers e.g. counsellor, uniform, transport, food etc	Contact whānau to offer support	Principal	School counselor Food parcels Catholic Social Services Learning Support

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 the student record.

Students with less than 15 days absence -email notification, phone call/meeting

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Principal	Record actions taken on Edge and in Google form If there is no action taken due to individual circumstance- record this against the student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange a meeting including parents and student.	Principal	Consider who is needed at this meeting. (Teacher/LSC)
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.	Principal, Whānau Class Teacher, LSC	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Look at what further supports are available	Principal, Class Teacher, LSC	School counselor Food parcels Catholic Social Services Learning Support
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 the student record.			

Students with greater than 15 days absence- email/phone call and a meeting immediately

Activities	Practice	Responsible Person	Notes & Actions
If absences is due to immigrant families returning home	Review overall attendance of the child Phone call to remind whanau of the impact of non attendance	Principal	Record actions taken on Edge and in Google form
Contact parent to escalate concerns	Further escalating email (use template)	Principal	Record actions taken on Edge and in Google form
Hold a 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.	Principal	Plan to return student to regular attendance

<p>Request support from Attendance Service or other agencies as needed</p> <p>Participate in multi-agency response</p>	<p>Refer to Ministry of Education attendance services or other agencies</p> <p>Support access to services and collaborating with specialists</p>	<p>Principal and Learning Support team</p>	<p>Before referral check all previous actions like support plan are in place.</p> <p>Resources and supports will continue to be provided as appropriate</p> <p>Reintegration plan in place to return student to regular attendance</p>
<p>Maintain implementation and monitoring of support plan</p>	<p>Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met</p>	<p>Principal and Learning Support team</p>	<p>Support plan in place</p> <p>Continue monitoring</p> <p>Steps taken to reintegrate student</p>
<p>Over 15 days absence, investigate reasons for this absence and refer to the Associate Principal and/or the pastoral and learning support team for further actions. Record all actions taken to address non-attendance.</p> <p>If there is no action taken due to individual circumstance- record this against the student record.</p>			