Kaikohe Christian School

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is fundamental to student engagement, well-being, and educational achievement. Consistent attendance supports continuity of learning, strengthens relationships, and improves long-term outcomes for students.

The Government has set a national target that **80% of students will attend school regularly by 2030**.

Kaikohe Christian School currently records a **56% regular attendance rate**. Through the implementation of this Attendance Management Plan and associated Stepped Attendance Response (STAR) procedures, the school is committed to improving attendance outcomes and achieving a **regular attendance rate of 80% by the end of 2026**.

Board responsibilities

The Board of Trustees is accountable for ensuring that all reasonable steps are taken to support student attendance whenever the school is open for instruction, in accordance with legislative requirements.

The Board will fulfil this responsibility by:

- Actively supporting initiatives that promote and sustain regular student attendance
- Ensuring robust systems, processes, and procedures are in place to implement a **Stepped Attendance Response (STAR)** informed by attendance data and thresholds

		[UNCLASSIFIED]	

Students with 1-5 days of absence
All absences are followed up on and accurately coded. Attendance information is shared with students and parents through weekly updates. Ongoing monitoring for emerging patterns

- Ensuring all student absences are accurately recorded, monitored, and responded to in a timely and appropriate manner
- Overseeing effective systems to identify attendance patterns, emerging risks, and barriers to regular attendance
- Monitoring the effectiveness of attendance interventions through regular reporting
- Ensuring this Attendance Management Plan is publicly available on the school website

Tumuaki responsibilities

The Tumuaki is responsible for the operational leadership and implementation of this Attendance Management Plan and will:

- Develop, implement, and review a Stepped Attendance Response aligned with agreed attendance thresholds
- Ensure all student absences are investigated, responded to appropriately, and that actions are documented in alignment with attendance thresholds
- Ensure that students, staff, and whānau have a clear understanding of attendance expectations, procedures, and available supports
- Report regularly to the Board on attendance data, trends, identified barriers, and the effectiveness of interventions being implemented

Procedures/supporting documentation

The following procedures support the implementation of this plan:

- **Attendance Management Procedure – Stepped Attendance Response (STAR)**

Monitoring

The Tumuaki will ensure daily monitoring of student attendance data.

The Board will receive **termly attendance reports**, incorporating information from the *Every Day Matters* reporting framework. These reports include:

- Overall attendance data
- Identification of students and cohorts of concern
- Analysis of barriers impacting attendance
- Evaluation of interventions and support strategies

Legislative compliance/ Legislation

This Attendance Management Plan is aligned with, and supports compliance with, the following legislation and regulatory requirements:

- **Education and Training Act 2020**
- **Education (Attendance) Rules**
- **Education Attendance Management Plan Regulations** (once enacted)

Reviewed: January 2026	Next review: November 2026

Attendance Management Procedure- Stepped Attendance Response

Kaikohe Christian School affirms that regular attendance is critical to student learning, wellbeing, and long-term success.

These procedures ensure that all students are accounted for during school hours and that attendance concerns are identified early and addressed through a consistent, graduated, and supportive response.

The school uses a **Stepped Attendance Response (STAR)** to provide proportionate interventions at defined attendance thresholds. Interventions are responsive to individual circumstances and are implemented in partnership with students, parents and caregivers, staff, and external agencies where required.

Annual attendance targets are established, and progress toward these targets is monitored and reviewed regularly.

Parent/Whanau responsibilities

Parents and whānau are expected to:

- Ensure their child attends kura every day unless legitimately unable to do so
- Notify the school promptly when their child is absent and provide reasons for the absence
- Support the development of positive attendance habits
- Engage with the school in addressing attendance concerns
- Adhere to the school's Attendance Management Plan and related policies and procedures

School responsibilities

The school will:

- Clearly communicate attendance expectations to students and parents at enrolment, at the beginning of each school year, and throughout the year
- Inform parents of the steps that will be taken when a student is absent
- Monitor attendance daily and follow up on unexplained absences promptly

- Provide students with regular feedback **WEEKLY** on their attendance
- Report regularly to parents on their child's attendance and any concerns

School Procedures, Roles and Responsibilities

- The Tumuaki has delegated oversight of attendance management to the Deputy Principal (DP), **Matua Rob Torr**
- The Front Office Secretary, **Whaea Sharlane Petera Te Haara**, supports attendance administration and follow-up processes
- Form Teacher, ako Teachers, Relief Teachers, and Lats are responsible for accurate and timely recording of attendance and must be marked in the first ten minutes of the lesson
    - Secondary: period-by-period
    - Primary/Intermediate: half-day basis
- Form and class teachers monitor attendance, lateness, and patterns of absence and initiate follow-up where required
- Senior leaders oversee attendance for their respective cohorts and ensure timely communication with parents
- Serious or persistent attendance concerns are escalated to the DP and Tumuaki
- Parents receive attendance information through weekly communications, the parent portal, and termly reports
- External agencies (e.g., Ara Whakamua, Social Services) are engaged where appropriate to provide wraparound support
- Attendance data, patterns, and interventions are reviewed **termly** by the Pastoral Care Team and Senior Management Team
- All attendance-related actions and interventions are recorded in **KAMAR**
- The Pastoral Care Team meets **fortnightly** to review attendance and well-being data

School Stepped Attendance Response Activities Plan:

The Stepped Attendance Response outlines graduated actions taken in response to student absence. Interventions may be implemented **at any stage**, and the school is not required to wait until a student reaches a particular threshold before acting.

Parents are contacted as soon as practicable (ideally within **two school days**) when attendance concerns arise, and meetings are arranged promptly where escalation is required.

The Pastoral Care Team (DP and Office Secretary) meets regularly to review attendance data. Staff with attendance-related queries should contact **Matua Rob Torr (DP)**.

Day-to-day operations			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Daily Attendance	Electronic or hard copy rolls are to be marked daily.	Form Teachers, class teachers, Relief Teachers, and LATS	Ensure the roll is marked correctly and any absences are noted.

Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website, messenger, or other communication methods to set expectations and provide guidance to parents. This will be highlighted in the Meet the Principal on Wednesday evening, week 24th February.	Pastoral Care - Deputy Principal Form teacher Class teacher Principal School board	Termly attendance features, including updates on data in newsletters. Expectations and guidance for parents are published on our school website. Expectations for student attendance and steps that will be taken to address attendance are included in the enrollment forms. Work with parents and students, where appropriate.
Following up on absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents Follow up daily with parents on any unexplained absences	Pastoral Care - Deputy Principal Refer to the colour indicator for specific details	Ring or Text to be sent at 9.30 am for all unexplained absences. Remembering that the Primary and Intermediate mark their roll twice a day, it is expedient that the class teacher ensures the roll is marked so the front office knows whether students have left the school grounds.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team Day-to-day running -DP	Checking on the calendar regularly
Assess the history of new students	When enrolling, we will identify issues or trends in attendance history.	Tumuaki at the interview with the Proprietors, following up.	Use our “welcome to school” hui with whanau at the beginning of the year for the whole kura.

Escalate attendance issues as needed. Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	Pastoral Care -DP Form Teacher	Staff is encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Rob Torr, DP

Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents/caregivers. Maintain contact details	Identify all student absences Communicate these to parents	Pastoral Care -DP Form Teacher Primary classroom teacher	Follow up on all absences to confirm the reason for absence. No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Form Teacher Primary classroom teacher Pastoral Team	Updates are sent to students and parents through weekly notes
Report regularly to parents on attendance of their child	Providing weekly notes on attendance to parents via email	Form teacher Primary classroom teacher Pastoral Team	Updates are sent to students and parents through weekly notes

Activities	Practice	Responsible Person	Notes & Actions
1 day absence Parents phone in the absence, or communicate this with the school School communicates student not at school with parents/caregivers.	Parents phone in the absence, or communicate this with the school Identify all student absences Communicate absence to parents and/or caregivers Identify all student absences	Pastoral Care overall -DP Form Teacher Primary classroom teacher Front office notifies parents/caregivers	Follow up on all absences to confirm the reason for absence. No action taken
2 Days absence Parents phone in the absence, or communicate this with the school School communicates to students not at school with parents/caregivers. School communicates a letter from home is now needed upon return	Parents phone in the absence, or communicate this with the school Identify all student absences Communicate absence to parents and/or caregivers, and that a letter is now needed for the absence Identify all student absences	Pastoral Care -DP Primary classroom teacher Form Teacher Front office to notify parents/caregivers	Follow up on all absences to confirm the reason for absence. Action - form teacher, class teacher to receive the letter from home. No letter, email a reminder home and inform the DP to follow this up - phone, email or visit
3-5 days absence Parents phone in the absence, or communicate this with the school School communicates student not at school with parents/caregivers.	Parents phone in the absence, or communicate this with the school Identify all student absences Communicate absence to parents and/or caregivers, and	Form teacher Primary classroom teacher Pastoral Care - DP Front office: notify parents/caregivers	Follow up on all absences to confirm the reason for absence. Action - form teacher, to receive the medical certificate from home; in the Primary, this is the classroom teacher No letter, email a reminder home

School communicates a medical certificate is now needed upon return	that a medical certificate is now needed for the absence Identify all student absences		and inform the DP to follow this up - phone email or visit
5 days plus this is now in the 5-9 days and has moved from green to yellow	DP contacts home -email, telephone or visit Truancy services informed	Pastoral care - DP	DP to contact parents/caregivers as outlined if no response to head of Primary and Form room/form class teacher DP to engage Truancy services.
5-9 days			
5 days plus this is now seen as 5-9 days	Primary - head of the primary now emails home, telephonic discussion and/or interview, and writes down actions to rectify this situation. Secondary- form teacher	Primary - Trish (head of Primary) Secondary -Form teacher Escalation -DP	Follow up with a telephonic call, escalated email and/or a hui Write all responses down. This is entered in the STAR portal
Between 5-9 days of 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 who have progressed from having higher absences, provide feedback on the improvement in their attendance to both the student and whānau. If there is no action taken due to individual circumstances, record this against the student record.			

Students with less than 15 days of attendance (10-14)

Activities	Practice	Responsible Person	Notes & Actions
Contact the parent to escalate concerns	Further contact with the parent Email and/or phone call as required for escalation. Ensure truancy officers have been notified.	Form Teacher, and/or School leadership, and DP - the School Attendance Officer	Record actions taken in Kamar. If no action is taken due to individual circumstances, record this against the student record.
Hold a meeting with the parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange a meeting including parents and the student.	Form Teacher, and DP	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. and	Form Teacher DP	Act quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support as needed	Discuss with the SENIOR LEADERSHIP team what further supports are available	Form teacher DP	
Between 10 and 14 days of absence, communication with parents. An attendance meeting is held with the student and caregivers. Individualised support plans are developed and implemented. Use of internal and external supports is considered and implemented if necessary. Actions recorded and reviewed			
Students 15 days of absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact the parents to escalate concerns	Further escalating email.	DP	

Hold a meeting with the parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting, including parents and the student. Consider who will be in attendance.	Tumuaki DP	Plan to return the student to regular attendance
Request support from the Attendance Service or other agencies as needed The Kura will participate in a multi-agency response	Refer to the Ministry of Education attendance services or other agencies Support access to services and collaborate with specialists	Pastoral care - DP	With the referral, check that all previous actions, like the support plan, are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return the student to regular attendance
Maintain implementation and monitoring of the support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Pastoral care - DP	Support plan in place Continue monitoring Steps taken to reintegrate the student
Over 15 days of absence, Formal escalation to DP and/or Tumuaki. The attendance meeting is convened promptly. Multi-agency support is considered and initiated where appropriate. Referral to the Ministry of Education Attendance Services if required. Reintegration plan implemented and monitored. Ongoing review of attendance and accountability **All actions taken are documented in KAMAR. Where actions are not taken due to individual circumstances, this is clearly recorded in the student record.**			