

# Twizel Area School - Attendance Management Plan and supporting STAR (Stepped Attendance Response) 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 81% regular attendance

## 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:

- 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/supporting documentation

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

## 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.

## Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

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

Reviewed: March 2026

Next review: February 2028

# Attendance Management Procedure- Stepped Attendance Response

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. Our schools' stepped attendance response activities are attached.

We have annual targets for student attendance and work with students, parents and caregivers, staff and 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 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 staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Classroom/ tutor/ Ako teachers are responsible for recording student attendance to their class each period/ half day basis.

Class 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.

Deans 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 can monitor student attendance on the school bridge app and are encouraged to query any issues with the office staff.

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 pastoral 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 Kamer. The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact the Principal Vicki McIntyre.

# Twizel Area School's 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. Attendance is monitored weekly and reviewed fortnightly. Parents can be contacted at any stage to address any potential concerns.

The pastoral care team meets fortnightly. Any attendance data related questions please contact the office. For all other Attendance queries please contact Dean for Years 11-13 and AP for Years 1-6.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Marking the Roll	Teachers/ Administration School alignment in process and follow up Office clear an attendance coding	Student Class Teacher Administration	Admin setup relief teacher access or paper roll and follow up with attendance  Admin ensure all rolls are complete for the day and notify staff if not complete and follow up the next morning to ensure rolls are accurate.
Lateness	If student arrives after start of Period 1, or late during the day they must sign in at the Office	Student Class Teacher Administration	If not signed in marked as absent  Teachers remind students to sign in if they are late.
Following up absences daily	Use procedures in place to quickly identify all student absences and communicate these to parents  Follow-up daily with parents any unexplained absences	Administration Team	Text based reminder to be sent from 10 am for all unexplained absences.
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent.  Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Class Teacher Dean AP and DP Principal School Board	Termly attendance features including updates on data in newsletters.  Expectations and guidance for parents published on our school website.  Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms.  Work with parents and students, where appropriate.
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.	Dean, AP, DP	Pastoral meeting on induction to TAS
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  Dean, AP, DP	Staff are encouraged to escalate issues according to these procedures.

### Students with less than 5 days absence per Term

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration Team	Follow-up all absences to confirm the reason for absence.
Provide students with regular updates on their own attendance	Provide regular reporting via Kamar and classroom check-ins	Form Teacher	Updates sent to students and parents through Kamar
Report regularly to parents on attendance of their child	Weekly provide updates on attendance of below 80% to parents via email/ Kamar	Administration Team Dean	Updates sent to students and parents weekly

**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 the pastoral care team at their weekly meetings.**

### Students with less than 10 days absence (5-9 days) per Term

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning	After 5 days contact home - conversation around attendance. Check in with reason for absence - justified or not justified Conversation with student Refer TAS attendance procedure for guidelines	Class/Form Teacher Dean Yrs 7-13 AP Yrs 1-6	Record actions taken in Kamer. If there is no action taken due to individual circumstance- record this against student record. Follow-up to be within 2 schools 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	Classroom Teacher Dean and AP	Check no internal assessments missed. (Yr11-13) Koru Club at lunch time supported by Dean to catch up on missed learning if required
Use in-school resources as appropriate to remove barriers	Contact SENCO and LSC if barriers are identified that the school could assist with	Dean AP and DP Principal Learning Support Team	Parents and students provided access to additional resources.

**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 per Term

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Contact home - verbal conversation around attendance followed up with formal letter  Conversation with student  Refer TAS attendance procedure for guidelines	Class/Form Teacher  Dean Yrs 7-13  AP Yrs 1-6	Record actions taken in Kamar.  If there is no action taken due to individual circumstance- record this against the student record.
Hold meeting with parent/caregiver and student to analyse reasons for absence	Arrange meetings including parents and students.  Refer TAS attendance procedure for guidelines	Dean and AP	Consider who is needed at this meeting.  Koru Club at lunch time supported by Dean to catch up on missed learning
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	Dean, AP and DP	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Contact SENCO and LSC if barriers are identified that the school could assist with	Dean, AP and DP Principal Learning Support Team	Parents and students provided access to additional resources.
Request support from Attendance Service or other agencies as needed	Refer to Ministry of Education Attendance Services or other agencies	Dean, AP and DP Principal Learning Support Team	Before referral check all previous actions including support plans are in place

**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 per Term

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating actions  Refer TAS attendance procedure for guidelines	School leadership	
Hold a meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meetings including parents and students. Consider who will be in attendance.	AP or DP and Dean	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed  Participate in multi-agency response	Refer to Ministry of Education attendance services or other agencies  Support access to services and collaborating with specialists	School Leadership Learning Support Team (if applicable)	Before referral check all previous actions like support plan are in place.  Resources and supports will continue to be provided as appropriate  Reintegration plan in place to return student to regular attendance
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	School Leadership Learning Support Team (if applicable)	Support plan in place  Continue monitoring  Steps taken to reintegrate student

**Over 15 days absence, investigate reasons for this absence and refer to the Dean / 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 the student record.**