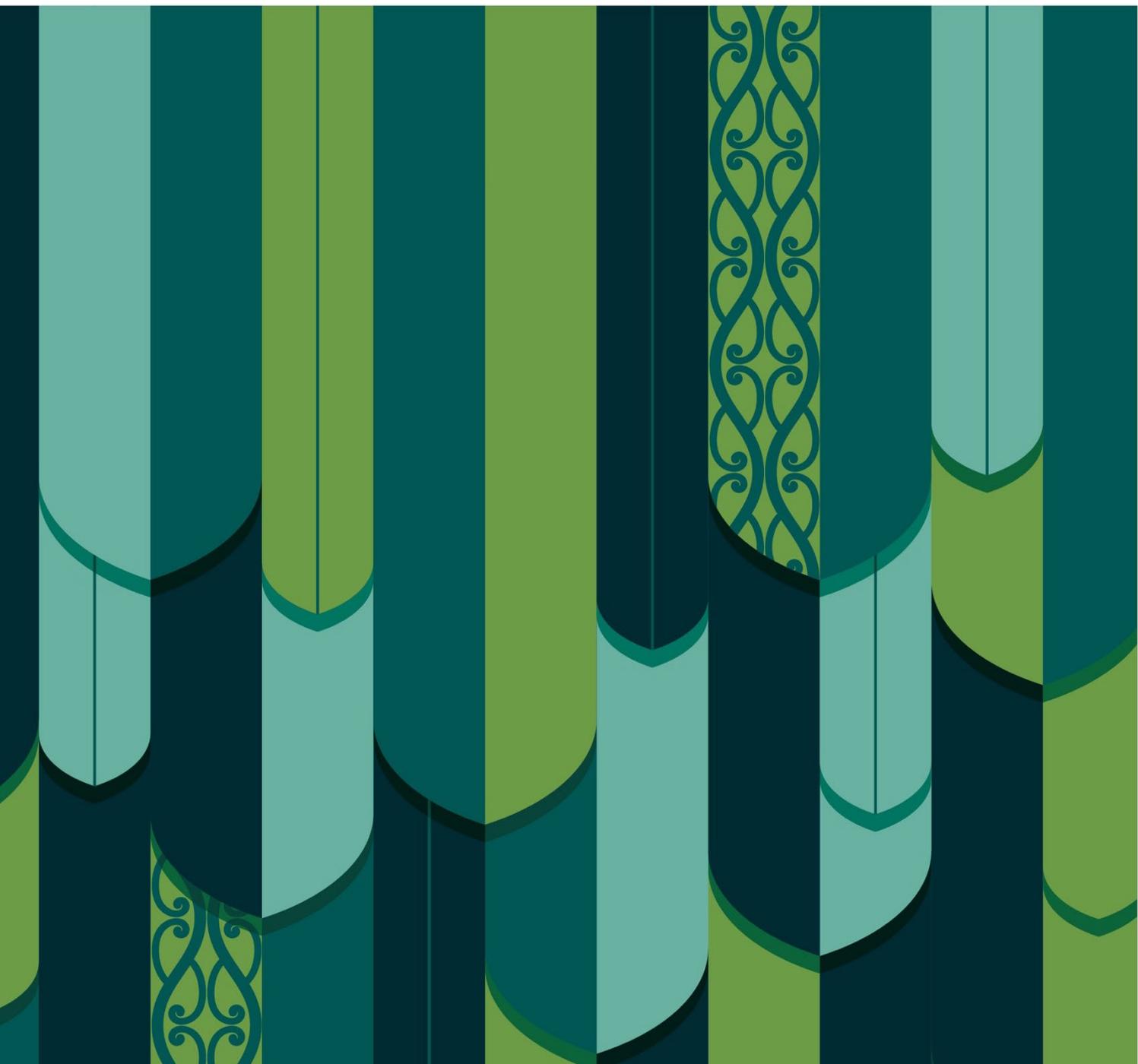


Attendance Management Plan

Enrolled School
January 2026 (v 1.0)



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 (90% of the time) by 2030.

Our school currently has 53.2% regular attendance and a target of lifting regular attendance to 65% by the end of 2026.

Board, Executive Principal responsibilities

The board is responsible for taking all reasonable steps to ensure that the school's students attend Ko Taku Reo Enrolled school provisions when they are 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 (STAR) to student absence that uses data-based thresholds to identify students
- publishing this attendance management plan on the school's website
- having an attendance management plan reviewed annually by the Executive Leadership team and the Head of Enrolled School.
- Investigate and respond (in line with attendance management plan) and record actions taken in relation to absences not resolved and exceeding the thresholds of the plan.

Deputy Principal Teaching and Learning responsibilities

The Deputy Principal Teaching and Learning is responsible for:

- embedding and reviewing an attendance strategy and attendance management plan
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- developing a stepped attendance response (STAR) aligned with the thresholds to support student attendance
- report to Executive Principal and Board on any trends, barriers to attendance and interventions being used to support student attendance
- report to Executive Principal and Board attendance data termly in line with Ministry of Education attendance categories.

Head of Enrolled School responsibilities

The Head of Enrolled School is responsible for:

- ensuring all daily attendance and absences are recorded and responded to accurately and in a timely manner using our Student Management System: Compass
- implementing a stepped attendance response (STAR) aligned with the thresholds to support student attendance
- ensuring that student absence is investigated, responded to and actions taken are recorded and align with the thresholds
- ensuring that all students, whanau and staff understand the processes and procedures that support student attendance
- receive and share with Enrolled School leaders data and analysis weekly from the Evaluation and Reporting Lead
- report to the Deputy Principal Teaching and Learning on any trends, barriers to attendance and interventions being used to support student attendance

Supporting Documentation

Appendix A: Enrolled School Improving Attendance document

Appendix B: Individual Attendance Plan template

Appendix C: Stepped Targeted Attendance Response (STAR)

Monitoring

The Enrolled School leadership team will maintain reporting of daily STAR attendance data.

The Executive Principal and Board will receive termly attendance reporting. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration.

Legislation

Education and Training Act 2020

Education Attendance rules

Education Attendance Management Plan regulations (yet to be passed)

Reviewed: January 2026	Next review: January 2027
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Stepped Attendance Response (STAR)

- 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.

Attendance Strategy (expanded version Appendix C)

1. Set clear expectations
2. Build student responsibility
3. Highlight long-term impact of good attendance
4. Early intervention
5. Foster whanau and community partnership
6. Address trends and cause of absence
7. Create a welcoming and engaging school/provision environment
8. Incentivise positive attendance
9. Create individual attendance plans with whānau for students who meet the threshold

Parent/Whanau responsibilities

- ensure students attend every day they are able
- reinforce good attendance habits
- keep open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedures

School responsibilities

- provide 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

- Provision teachers will submit attendance twice a day onto the School Management System (Compass). They have the responsibility to maintain accurate, up-to-date records of attendance information.
- If an absence is recorded, automated texts and follow up phone calls are made in real time by Compass administrator.
- Provision teachers will monitor and follow up on lateness, absence or other attendance trends, patterns, concerns and issues. They hold the responsibility for connecting to parents/whānau and inform them of daily attendance concerns in a timely manner.
- Local Assistant Head of Enrolled School will monitor and follow up students of concern as identified by data including setting up and facilitating whānau hui regarding attendance. Creating and implementing Individual Attendance Plans (IAP). Escalate cases of concern (as identified by data) and follow procedures with Deputy Head of Enrolled School.
- Enrolled School leadership team will identify patterns of absence related to provision or specific cohort and put in place interventions. Review outcomes of interventions. Support rewards for positive attendance. Hold weekly attendance hui to discuss students not yet maintain regular attendance (students to discuss automatically generated by Compass data), Head of Residence will attend these hui where residential students are discussed. Referrals to Integrated Services Team and/or outside agencies to support where needed.
- Reporting student data to parents about attendance will be termly.

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 Compass. The Enrolled School leadership team meets weekly for an attendance meeting. If you have any questions about our Stepped Attendance Response or procedures, please contact the Head of Enrolled School.

School Stepped Attendance Response (STAR) 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. Contact parents asap (ideally within 2 school days) and arrange meeting for as soon as possible either on zoom or in person with NZSL interpreters where required.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Maintain positive student and whānau relationships.	Regular partnership. Ensures students and whānau understand how good attendance impacts learning and wellbeing.	All staff	-
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.	Executive Principal Deputy Principal Teaching and Learning Head of Enrolled School Deputy Head of Enrolled School Assistant Head of Enrolled School Provision Lead Teachers	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. Provision and School newsletters to include information about the benefits of regular attendance. Work with parents and students, where appropriate.
Following up absences daily	Use procedures in place and Compass to quickly identify all student absences and communicate these to parents. Follow-up daily with parents any unexplained absences.	Provision Teachers Senior Administrator Enrolled School Administrator Compass	Text based reminder to be sent from 9:30am for all unexplained absences. Provision teacher follow up any remaining unexplained absences daily.
Minimise disruptions to the school day and week	Ko Taku Reo School board and leadership prioritise school hours to be for learning.	School Board Executive Leadership team Enrolled School Leadership Team	Learning time is prioritised daily. Timetables are audited regularly.
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Head of Enrolled School	Use enrolment process (including s37 process) to

		<p>Deputy Head of Enrolled School</p> <p>Assistant Head of Enrolled School</p> <p>Head of Residence</p>	<p>korero with whanau for regular attendance.</p>
<p>Escalate attendance issues as needed</p> <p>Develop support plans (IAP)</p> <p>Involve other services, consider referral to Attendance Services</p>	<p>Seek more support as needed</p>	<p>All staff as appropriate</p>	<p>Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Deputy Head of Enrolled</p>

GOOD ATTENDANCE Students with less than 5 days absence

Activities	Practice	Responsible Person	Notes & Actions
Proactive communication with parents/caregivers	Identify all student absences	Provision Leader Teacher	Follow-up all absences to confirm reason for absence.
Maintain contact details	Communicate these to parents	Provision Teachers	No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Provision Leader Teacher Provision Teachers	Updates sent to students and parents regularly. Regular attendance acknowledged in school hui
Report regularly to parents on attendance of their child	provide attendance data to parents via email termly	Deputy Head of Enrolled	Updates sent to students and parents through Compass

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 in the attendance meeting and Hauora meeting if required. Residential staff will be communicated with and invited to relevant team and whanau hui where the student is residential.

WORRYING ATTENDANCE Students with less than 10 days absence (5-9 days)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents and if appropriate residential team lead to discuss reasons for absence and impact on learning	<p>After 5 days send letter to parent (use template).</p> <p>A response via email, phone or text must be received. All communication pathways attempted.</p>	<p>Provision Lead</p> <p>Assistant Head of Enrolled School</p> <p>(Any concerns of next steps discussion options with Deputy Head of Enrolled School.</p>	<p>Record actions taken in Compass.</p> <p>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.</p>
Contact parent to raise attendance concern.	Use worrying attendance letter template and send to parents promptly.	Assistant Head of Enrolled School	Record on Compass.
Individual attendance plan	Using template create an IAP for the student.	Assistant Head of Enrolled School	Collaboratively created with whānau and both school and home hold and agreed to the plan.
Support students to catch up missed learning where required	Identify missed learning objectives (including mainstream classes) and consider notes or activities to bring student back up to speed utilising support staff for 1:1 support.	Provision teachers	<p>Discuss with student in provision time- student supported to follow up with appropriate subject teachers.</p> <p>Check no internal assessments missed. (Yr11-13)</p> <p>Check no appointments missed eg audiology.</p>
<p>Use in-school resources as appropriate to</p> <p>Remove barriers e.g. counsellor, uniform, lunch, transport (SESTA).</p>	Contact Integrated Services Team if barriers identified that the school could assist with.	Provision Teacher	Parents and student provided access to additional resources and support personnel eg Social Worker.

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 in Compass.

Students will be identified in the attendance meeting and Hauora meeting. Residential staff will be communicated with and invited to relevant team and whanau hui where the student is residential. 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 on Compass.

CONCERNING ATTENDANCE Students with less than 15 days absence

Activities	Practice	Responsible Person	Notes and Actions
Contact parent to escalate concerns	Use concerning attendance letter template and send to parents promptly.	Deputy Head of Enrolled School	Record actions taken in Compass. 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 and review the Individual Attendance Plan.	Arrange meeting including parents and student.	Deputy Head of Enrolled School	Consider who is needed at this meeting. EG. Integrated Services Team and Residential Team Lead or Key Worker. Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed.	Discuss at Hauora hui what further supports are available.	Assistant Head of Enrolled School Deputy Head of Enrolled School	-

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 on Compass.

Students will be identified in the attendance meeting and Hauora meeting. Residential staff will be communicated with and invited to relevant team and whanau hui where the student is residential. 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 on Compass.

VERY CONCERNING ATTENDANCE Students with greater than 15 days absence

Activities	Practice	Responsible Person	Notes and Actions
Contact parent to escalate concerns	Use very concerning attendance letter template and send to parents promptly.	Head of Enrolled School	-
Hold 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.	Head of Enrolled School and Deputy Head of Enrolled School	Plan to return student to regular attendance supported by a reviewing Individual Attendance Plan.
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	Deputy Head of Teaching and Learning decision with Head of Enrolled	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 Individual Attendance Plan.	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	All staff	IAP in place Continue monitoring Steps taken to reintegrate student

Over 15 days absence, investigate reasons for this absence and refer to Head of Enrolled and Deputy Principal Teaching and Learning for further actions. Record all actions taken to address non-attendance on Compass.

Students will be identified in the attendance meeting and Hauora meeting. Residential staff will be communicated with and invited to relevant team and whanau hui where the student is residential. If there is no action taken due to individual circumstance- record this against student record on Compass.