

RONGOTAI COLLEGE



Attendance Management Plan and supporting STAR 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 a 54% regular attendance and a target of lifting regular attendance to:

- 70% by the end of 2027.
- 75% by the end of 2029.
- 80% by the end of 2030.

Regular attendance is measured as 90% or over (missing fewer than 5 days per term)

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

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.

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

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

Reviewed: November 2025

Next review: November 2027

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 response 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 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 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.

Class/form teachers are responsible for recording student attendance to their class each period/ half day basis. The roll is completed 5-10 minutes after class starts. Roll is adjusted when a student arrives late.

Class/form 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 other attendance issues.

Guidance Team/SLT 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 will receive daily absence notifications and student attendance data via weekly reports and parent portal notifications.

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 Guidance Team/SLT termly to review outcomes and effectiveness of these interventions

RONGOTAI COLLEGE



Stepped Attendance Response Procedure

- The Rongotai College 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 the necessary action to address non-attendance.
- Year level dean and Guidance Counsellor meet with DP every fortnight to discuss issues.
- Engagement Mentor, Guidance Counsellor meet with DP every second Monday to discuss caseloads.
- Guidance Team and SLT meet twice per term to review our Attendance Response procedures.

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, school community meetings or other communication methods to set expectations and provide guidance to parents</p>	<p>Form teacher</p> <p>Guidance Team</p> <p>SLT – DP Pastoral Care</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 and steps that will be taken to address attendance included in enrolment forms & meetings.</p> <p>Use parent group meetings to share attendance expectations.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents</p>	<p>Administration team</p>	<p>Text based reminder to be sent from 10.15am for all unexplained absences.</p> <p>Follow-up phone calls will happen 11.00am</p>

	Follow-up daily with parents any unexplained absences.		
Minimise disruptions to the school day and week	School board and school leadership prioritise school hours to be for learning	SLT	
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Guidance Team / Deputy Principal (pastoral care)	Use our Enrolment interviews with whanau and contributing school visits. External agency meetings are used in the case of some students.
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	Guidance Team / Deputy Principal (pastoral care)	Staff are encouraged to escalate issues according to these procedures.

Students with less than 5 days absence			
Activities	Practice	Responsible Person	Notes & Actions
Provide students with daily updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Class Teacher (accurate marking the roll)	Updates sent to students and parents through weekly BEST Grades.
Provide parents with daily updates on their son's attendance	Provide weekly notes on attendance to parents via portal and email	Class Teacher (accurate marking the roll)	Updates sent to students and parents through weekly BEST Grades.
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Form Teacher Attendance Team	Follow-up all absences to confirm reason for absence. No action taken unless unjustified then responsibility of Attendance Team.
Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence. This is completed by Form Teacher and SLT (pastoral care).			
Students with less than 10 days absence (5-9 days)			
Activities	Practice	Responsible Person	Notes & Actions
Provide students with daily updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Class Teacher (accurate marking the roll)	Updates sent to students and parents through weekly BEST Grades.
Provide parents with daily updates on their son's attendance	Provide weekly notes on attendance to parents via portal and email	Class Teacher (accurate marking the roll)	Updates sent to students and parents through weekly BEST Grades.
Contact parents / guardians to discuss reasons for absence and impact on learning	After 5 days contact is made with parents / guardians (call or email)	Form Teacher (Any concerns of next steps discussion options with year level dean)	Record actions taken in KAMAR. 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. Encourage students to use online learning platform (Google Classroom)	Class Teacher Form Teacher	Discuss with student in form time - student to follow up with appropriate subject teachers. Check no internal assessments missed. (Yr11-13)

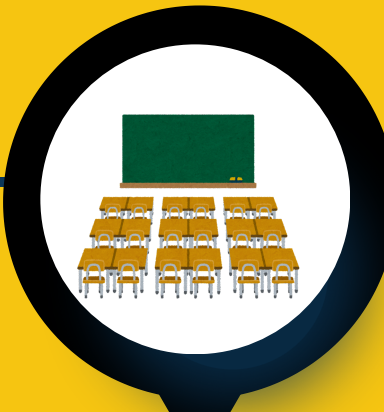
Use in-school resources as appropriate to remove barriers e.g. uniform, bus pass	Contact Guidance Team if barriers identified that the school could assist with	Form Teacher / Guidance Team	Parents and student provided access to additional resources. Consider bus pass; uniform; device; food; counsellor or nurse appointments.
<p>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 KAMAR.</p> <p>For students who have attendance improvements provide feedback to both student and whānau.</p>			

Students with less than 15 days absence (10-14 days)			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Attendance Team SLT	Record actions taken in KAMAR
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	Attendance Team SLT	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. This may include outside agencies (Youth Mentor organisations or MOE Attendance services)	Attendance Team SLT	Take action quickly where expectations are not being met.
Use in-school resources as appropriate to remove barriers e.g. uniform, bus pass	Contact Guidance Team if barriers identified that the school could assist with	Form Teacher / Guidance Team	Parents and student provided access to additional resources. Consider bus pass; uniform; device; food; counsellor or nurse appointments.
<p>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.</p> <p>For students who have attendance improvements provide feedback to both student and whānau.</p>			
Students with greater than 15 days absence (chronic absence)			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	SLT	Record actions taken in KAMAR
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	SLT	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. This may include outside agencies (Youth Mentor organisations)	SLT	Take action quickly where expectations are not being met.
Request support from Attendance Service or other agencies as needed Participate in multi-agency response	Refer to Ministry of Education Attendance services. Support access to services and collaborating with specialists	SLT	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 are not being met	SLT	Support plan in place Continue monitoring Steps taken to reintegrate student
Use in-school resources as appropriate to remove barriers e.g. uniform, bus pass	Contact Guidance Team if barriers identified that the school could assist with	Form Teacher / Guidance Team	Parents and student provided access to additional resources. Consider bus pass; uniform; device; food; counsellor or nurse appointments.
<p>Over 15 days absence, investigate reasons for this absence and refer to dean and/or pastoral team for further actions. Record all actions taken to address non-attendance.</p> <p>For students who have attendance improvements provide feedback to both student and whānau.</p>			



ATTENDANCE PROCESS



Roll Check
Roll check by class room teachers (5-10 minutes after class starts)

Step 01



Daily Attendance Notification
Daily attendance notifications (text / email) sent to all caregivers of absent students in P1 & 2.

Step 02



Daily Attendance Notification Follow-Up
Sent by Office at the end of each day. Follow up by Attendance Team.

Step 03



Weekly Attendance Check
Form teachers complete a weekly attendance check.

Step 04



Worrying & Concerning Attendance
Guidance Team monitors and manages chronic attendance issues.

Step 05

Chronic Attendance - SLT monitors and manages, use of external agencies