Attendance Management 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 51% regular attendance and a target of lifting regular attendance to 80% by 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
- ☐ 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.

Senior Management Team Responsibilities

The principal/Assistant 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.

Procedure/supporting documentation

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

Monitoring

- ☐ The principal/Assistant 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: December 2025 | Next Review: December 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 school hours. This allows 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.

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 (Kamar) 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/Ako teachers are responsible for recording student attendance to their class each period.

Classroom/Ako teachers are responsible for maintaining accurate and up-to-date records and supporting the attendance system. They will also monitor and follow up on lateness and other attendance issues.

Year level Deans are responsible for monitoring student attendance for their respective year level, ensuring that parents are informed of attendance concerns. SMT and relevant personnel will be kept informed of serious student absence situations.

Parents will receive student attendance data via weekly emails and the Kamar Parent Portal.

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 elevated by Deans/SMT 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 Kamar. The pastoral care team (Deans, Wellbeing, SMT) meets fortnightly. If you have questions about our Stepped Attendance Response or procedures, please contact Jayne Adams

Outstanding 97-100%

Good 92-96%

Worrying 80-91%

CRITICAL Below 80 %
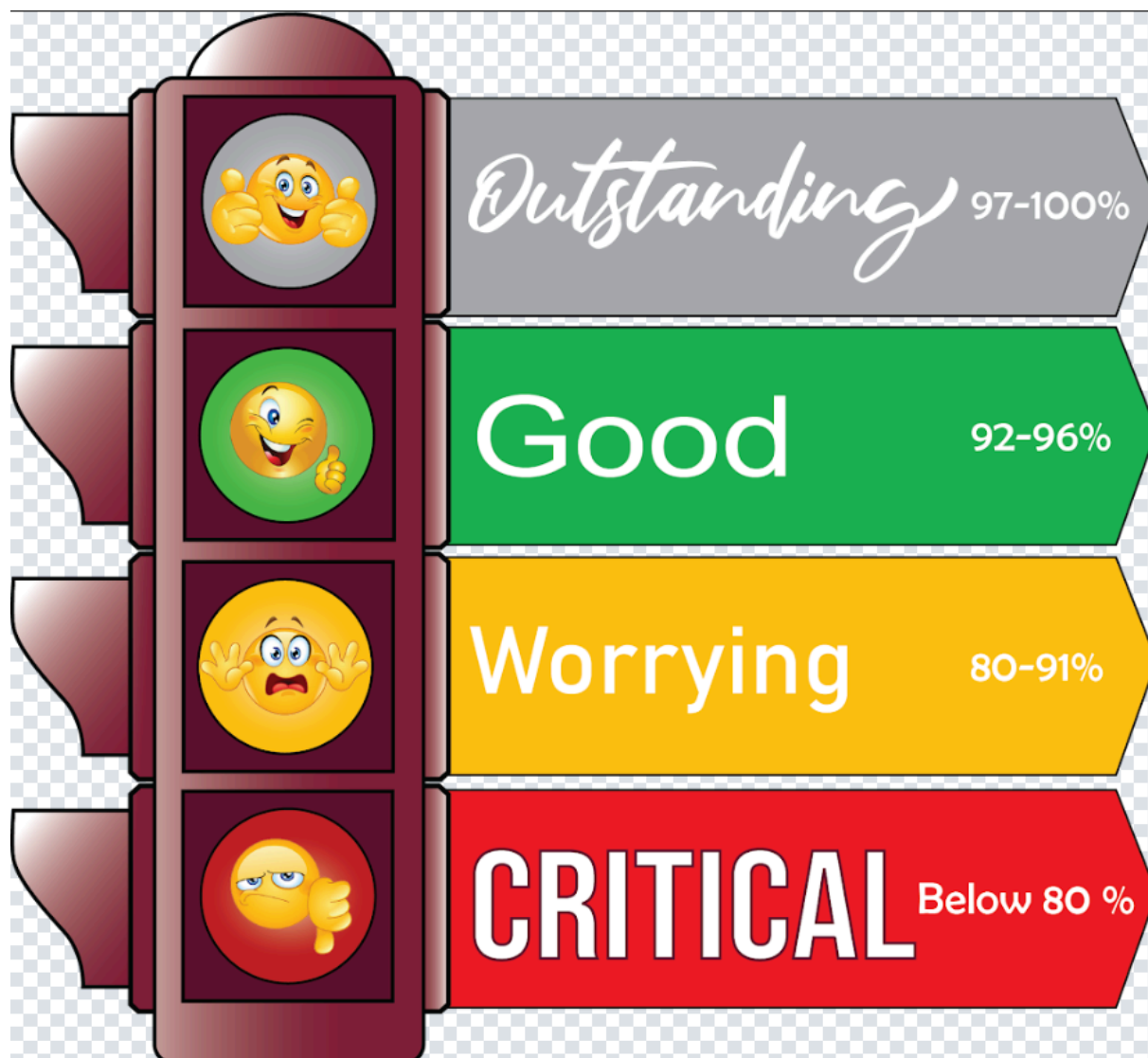
Roncalli College Stepped Attendance Response Activities

Below is our stepped attendance response for responding to 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/whanau asap (ideally within 2 school days) and arrange a meeting for as soon as possible.

The Pastoral Care Team meets every second Thursday after school. Any attendance data related questions please contact Sue Williams (office administrator) or the individual classroom teacher. For all other attendance queries please contact Jayne Adams.

Day to day operations			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
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	Classroom/AKo teacher 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.
Following up 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 any unexplained absences	Administration team	Text based reminder to be sent from 10 am for all unexplained absences.
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/ Assistant Principal (new students during year or not in year 9)	Use our Year 9 BBQ with whanau at the beginning of the year for year 9 students.
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.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Jayne Adams

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	Administration team	Follow-up 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	Assistant Principal	Updates sent to students and parents through weekly reports
Report regularly to parents on attendance of their child	Providing weekly notes on attendance to parents via email	Assistant Principal	Updates sent to students and parents through weekly notes
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 the Pastoral team fortnightly meeting.			
Students with less than 10 days absences (5-9 days)			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parents to discuss reasons for absence and impact on learning	After 5 days send email to parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Classroom/Ako Teacher (Any concerns of next steps discussion options with the 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	Classroom/Dean Teacher	Discuss with students in Ako time- students 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. counsellor, uniform, bus pass	Contact pastoral care team if barriers identified that the school could assist with	Classroom/Ako teacher/ Pastoral care team	Parents and students provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse appointments
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			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Classroom/Ako Teacher, and/or Dean/School leadership	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 (where appropriate) to analyse reasons for absence	Arrange meetings including parents and students.	Ako/classroomTeacher, and/or Dean	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	Classroom/Ako/Dean Teacher	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 with pastoral team what further supports are available	Ako/Classroom teacher/ Dean	
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			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parent to escalate concerns	Further escalating email (use template)	School leadership	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting including parents and student. Consider who will be in attendance.	Assistant principal with form teacher	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	Pastoral care team decision	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	Pastoral care team	Support plan in place Continue monitoring Steps taken to reintegrate student