

# Hokowhitu School Attendance Management Plan

## Overarching attendance objectives and strategic priorities

Attendance is a priority because regular attendance is crucial for your child's learning and wellbeing. Ensuring all students are accounted for is vital, including for emergency situations.

The school's specific attendance target is set out in our school's Strategic Plan/Annual Implementation Plan.

Hokowhitu School is transitioning towards the new attendance model required by the Ministry of Education and uses the **Stepped Attendance Response (STAR)** to guide responses to absences.



## Summary of our Attendance Management Plan

In line with the government's target of 80% of students regularly attending school by 2030.  
We're currently at

**67% → 75%**

Regular attendance<sup>1</sup>  
in Term 3, 2025

Our school has a target of

Regular attendance  
in Term 3, 2027

Our **Attendance Management Plan** sets out

- Why attendance is a priority for our school
- Legal requirements about attendance
- Our expectations of students, parents and our school staff

This includes

- How we manage attendance in our school
- How we identify concerning attendance
- How we respond to absences at different thresholds
- How we monitor and review the impact of our actions
- How we give the Board assurance that the school is managing attendance effectively

Our school uses the **Stepped Attendance Response (STAR)** to guide when and how we respond to absences.

Good chance of success	Less chance of success	Hard to make progress	Very hard to make progress
<b>GOOD ATTENDANCE</b>	<b>WORRYING ATTENDANCE</b>	<b>CONCERNING ATTENDANCE</b>	<b>VERY CONCERNING ATTENDANCE</b>
0 1 2 3 4	5 6 7 8 9	10 11 12 13 14	15+
<b>If your child is regularly attending, you can expect</b>	<b>If your child has some absences, you can expect</b>	<b>If your child has many absences, you can expect</b>	<b>If your child has a lot of absences, you can expect</b>
We will stay in regular contact with you about your child's attendance.  We will follow up to find out the reason when they aren't at school.	We will work with you to identify any barriers to attendance.  We may provide support to help them catch up and stay on track.	We will work with you to develop a plan to support their attendance and learning.  We may seek support of the Attendance Service or other agencies to remove barriers to attendance.	We will continue to work with you to implement the plan to support their attendance and learning.  We will seek support of the Attendance Service or other agencies to support their return to school.

<sup>1</sup> "Regular attendance" means attending more than 90% of a term, or 9 days in a fortnight

**Key legal obligations** Hokowhitu School operates under the requirements of the Education and Training Act 2020 and the Education (School Attendance) Regulations 2024. This includes adherence to:

- Compulsory enrolment and regular attendance requirements.
- Board responsibilities to take all reasonable steps to ensure attendance.

### **Expectations of parents, students, and staff in relation to student absence**

- **Parents/Caregivers:** Expected to notify the school as soon as possible if their child will be absent. Parents are expected to positively reinforce regular attendance, communicate clearly with the school, and follow school attendance processes.
- **Students:** Expected to attend school regularly.
- **Staff:** Responsible for reminding students of attendance expectations.

### **Links to related policies**

Attendance Procedures, Missing Student Procedure and Communication Policy

Hokowhitu School shares attendance expectations with students and their parents/caregivers once a term. Follow-up actions for unexplained absences will include contacting parents/caregivers to outline attendance expectations. Open communication with the school is essential.

### **Process for recording attendance**

**Staff Roles:** Classroom teachers, learning support staff, and office staff work together to ensure attendance is recorded correctly. Relievers, itinerant teachers, and specialist teachers provide attendance information to the relevant teacher or directly to the school office. Staff are encouraged to report any attendance concerns to the Deputy Principal.

- **Recording:** Students are recorded as present or absent using Ministry of Education attendance codes. An absence is recorded as either justified (e.g., medical reasons, funeral/tangihanga, or other approved reasons) or unjustified (e.g., unapproved holiday or other unsatisfactory reason).
- **Timing/Storage:** Attendance is recorded accurately. The school provides attendance data to the Ministry of Education each day, as required. Office staff are responsible for checking and updating attendance information (e.g., due to students arriving late or going home early).

**Steps for following up on unexplained absences** Hokowhitu School takes all reasonable steps to ensure students attend school.

1. Parents must provide a reason for absence by 9 am on the morning of the absence
2. If no explanation is provided, Hokowhitu School will attempt to contact parents/caregivers directly.
3. Follow-up actions may include analysing attendance data for patterns of absence, contacting parents/caregivers to outline expectations, or meeting with students and their parents/caregivers to discuss improvement strategies.

### **Monitoring practices and use of thresholds**

The school monitors absence patterns using the student management system. Office staff follow up absences, monitor for changes or trends, and coordinate with relevant staff. Hokowhitu School uses the **Stepped Attendance Response (STAR)** approach to identify concerning absence:

# Hokowhitu School Individual Student Attendance activities



## Individual Student Attendance activities

Individualised student responses to absence thresholds

Less than 5 days absence in a school term	Up to 10 days absence in a school term	Up to 15 days absence in a school term	15 days or more of absence in a school term
<b>Parents/Guardians</b> <ul style="list-style-type: none"> <li>Parents will encourage good attendance habits and do their very best child/ren attend school regularly during term time.</li> <li>- Positively enforce regular attendance with their children</li> <li>- Communicate clearly with the school</li> <li>- Follow school attendance policy</li> </ul>	<b>Parents/Guardians</b> <ul style="list-style-type: none"> <li>Parents will engage constructively with the school to enable their child to return more regularly to school.</li> <li>- Engage positively with any support offered</li> <li>- Will inform the school with any reasons as to absences i.e. medical or unexplained</li> </ul>	<b>Parents/Guardians</b> <ul style="list-style-type: none"> <li>Parents will engage with the school, and attendance services, after formal notification, to enable their child to return more regularly to school.</li> <li>- attend a meeting, if necessary, to discuss the return to school, with a senior leader and teacher.</li> <li>- Written plan will be put in place.</li> <li>- Continue to communicate around needs of the child.</li> </ul>	<b>Parents/Guardians</b> <ul style="list-style-type: none"> <li>Parents will continue to engage with the school and attendance services, after formal notification.</li> <li>Parents will attend a meeting to adopt and construct a new plan with a senior leader and LSC or teacher for consistent return to school.</li> </ul>
<b>School</b> <ul style="list-style-type: none"> <li>Will support and encourage good attendance habits.</li> <li>Will follow attendance management plan and policies and procedures.</li> </ul>	<b>School</b> <ul style="list-style-type: none"> <li>Will work alongside families to support return to school.</li> <li>Will make contact with families if there are concerns that are not justified or explained. Monitor the situation (around the reason for absences).</li> </ul>	<b>School</b> <ul style="list-style-type: none"> <li>Will send formal letter via email to parents</li> <li>Will contact parents directly</li> <li>Request a meeting with the parents to make a plan.</li> <li>Contact attendance service</li> </ul>	<b>School</b> <ul style="list-style-type: none"> <li>Will continue to work with Attendance Services</li> <li>Develop an action plan</li> <li>Monitor due to explained reason</li> <li>Continue to send attendance weekly to parents.</li> </ul>

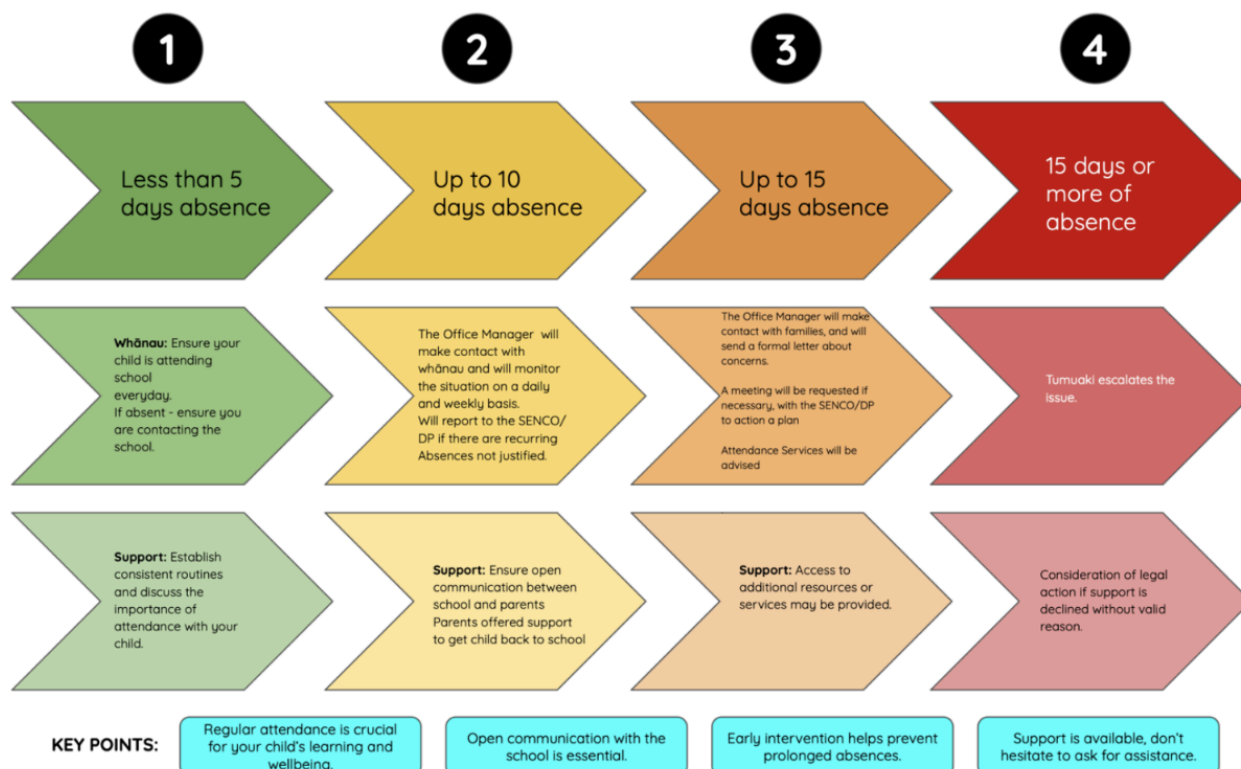
**Ministry of Education**

- Attendance Service**
  - Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes:
    - agreeing changes to be made,
    - addressing some unmet basic needs impacting on attendance, and
    - referring students to other services as necessary
  - Collaborate with schools so that
    - they remain engaged as plans are developed and implemented, and
    - they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn
- Regional and National teams**
  - Facilitate involvement of other agencies
  - Support schools to access other education pathways for a student where appropriate
  - Consider system-wide initiatives for high-risk attendance
  - Reprioritise regional support resources to where most needed/effective
  - Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools

Stepped Attendance Response – STAR: Responding to all absence

Version 2: July 2025

## Hokowhitu School Whanau messaging: Communicating Attendance Expectations with Parents and Whanau



## Monitoring and measuring progress

The procedures, policy, or Plan will be reviewed and adjusted in Term 4 2026 review date

Our monitoring and assurance process sets out how we give the Board assurance that the school is managing attendance effectively. School leadership reports to and gives assurance to the Board.

<b>Approval:</b>	<b>Date</b>
School board signature	
Published on:	
Effective date:	Term 1 2026
Review date:	<b>Term 4 2026</b>