



Maketu School Attendance Management Plan

Communication – Monitoring -- Support – Reporting

Strategic Priorities

This plan outlines our strategy for announcing and managing the **Attendance Management Plan** within our kura community. Developed in accordance with **Sections 137A–137F of the Education and Training Act 2020**, it focuses on identifying the root causes of absenteeism and implementing effective re-engagement strategies.

Regular school attendance is important for students to achieve their educational potential. Our primary goal is to support students and whānau, fostering consistent engagement in learning and fulfilling our responsibility to actively reduce student absenteeism.

Parent/Whānau responsibilities

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- notify the kura as soon as possible if their tamaiti is going to be late or absent
- arrange appointments or trips outside of kura hours or during school holidays where possible
- work with us (kura) to manage attendance concerns.

School responsibilities

The school takes all reasonable steps to ensure all students enrolled at Maketu School attend school when it is open. We do this by:

- having clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- communicating to parents what steps the school will take if the student is absent from school
- monitoring student attendance
- providing students with regular updates on their own attendance
- reporting regularly to parents on the attendance of their child
- the staff will have attendance data shared with them throughout each term, including the Attendance Matters Report and internal tracking information
- teachers may be included in family meetings regarding attendance where and if possible
- at all times, teachers will be informed when an attendance meeting or communication has been made with regards to attendance

Principal responsibilities

- Developing and implementing a stepped attendance response aligned with the required attendance thresholds.
- Investigate all student absences, ensure appropriate responses are taken, and record all actions in line with the thresholds.
- Make sure students, whānau, and staff understand the school's attendance processes and procedures.
- Report to the board on attendance trends, barriers to attendance, and the interventions being used in the Principals report.
- Closely monitor attendance, meet regularly with students experiencing chronic absenteeism, and report Attendance Management Plan progress to students, staff, and the community.



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Board responsibilities

The Board will ensure that it takes all reasonable steps to ensure students attend school whenever it is open for instruction. The board will comply with the provisions in the legislation in relation to student attendance by:

- Supporting students to return to regular attendance.
- Regularly review and analyse attendance data.
- Publish the school's Attendance Management Plan on the school website.
- Maintain clear processes and procedures for a Stepped Attendance Response using data-based thresholds to identify students needing support.
- Ensure effective systems are in place to identify and monitor student absence, including recognising patterns, trends and barriers to attendance.

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.

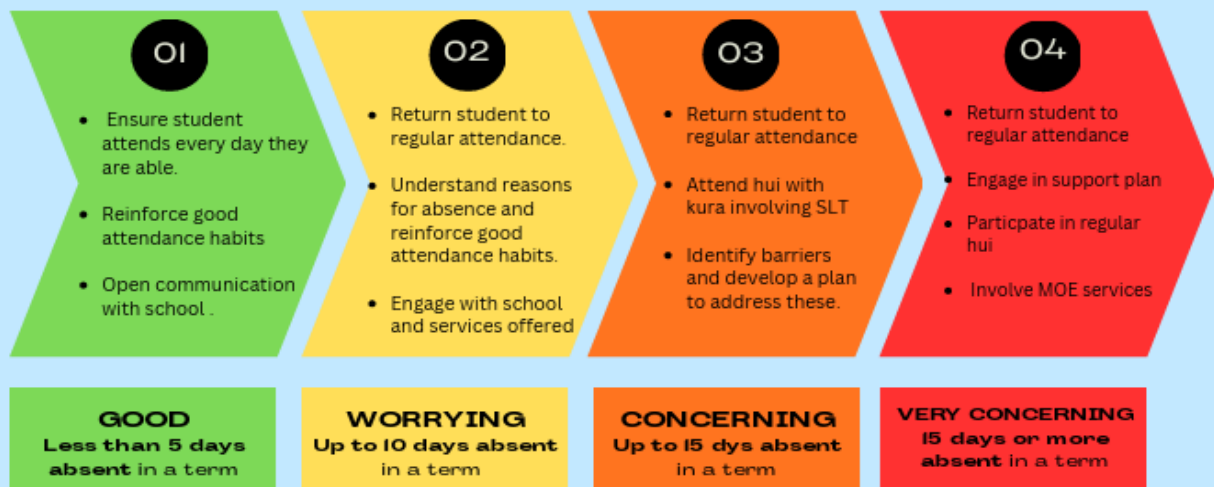
Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education \(School Attendance\) Regulations 2024](#)

[Education \(School Attendance\) Amendment Regulations 2025](#)

STAR ATTENDANCE PLAN FOR PARENTS/ CAREGIVERS Stepped Attendance Response (STAR)



Key Points

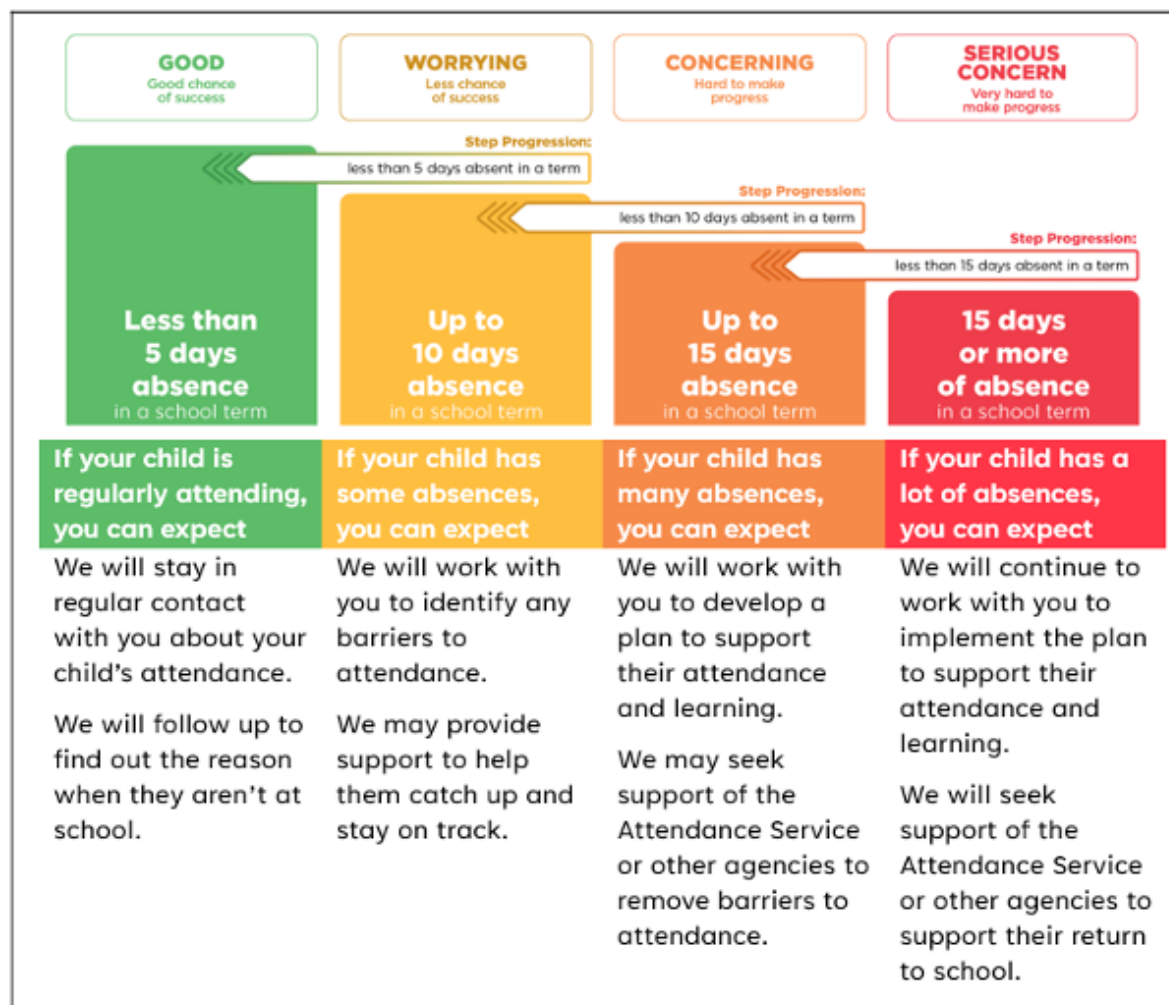
Regular attendance is crucial for your child's learning and wellbeing

Open communication with the school is essential

Early intervention helps prevent prolonged absences

Support is available; don't hesitate to seek assistance

Regular Attendance Absent 1-5 Days a term Goal: To maintain and reinforce regular attendance patterns	Moderate Attendance Absent 6-10 Days a term Goal: To restore student's attendance to above 90%	Irregular Attendance Absent 11-15 Days a term Goal: To re-engage students and increase attendance	Chronic Attendance Absent 15+ Days a term Goal: Intensive intervention to overcome complex barriers.
Whānau Responsibility • Contact the school to report absence • Where possible, provide a medical certificate if sick after 3 days or more	Whānau Responsibility • Contact school each day to report and explain absence • Contact school if support is needed • Support student to catch up on missed learning from school and parent portal	Whānau Responsibility • Return student to school and support them to reach regular attendance expectation • Create a support plan with Senior leadership and school • Implement support plan	Whānau Responsibility • Return student to school and support them to reach regular attendance expectation (less than days per term) •
School Responsibility • Contact the whanau by text or phone if we have not been notified of the reason for the student's absence	School Responsibility • Student attendance is monitored, for students of concern, that are showing a trend • Senior leadership will follow up with whanau • Support student to catch up on missed learning	School Responsibility • Contact whanau regarding irregular attendance and concerns – send formal letters • Refer to Attendance Services agency Blue Light and work with them to meet parents and together develop the support plan • Look at resources to help support whanau and remove barriers	School Responsibility • Meet with the whanau to discuss reasons for absence and work together to create a plan • Send warning notice to parents • Escalated attendance for multi-agency response • Implement and monitor individual attendance improvement plan • Engage Blue Light Attendance services • Communicate with MOE regarding prosecution, when appropriate • Un-enrol students who have not returned to school after 21 school days without justified explanation
Board Responsibility • Monitor attendance in the Attendance Committee Report to the Board • Support the school to improve outcomes and ensure we are keeping in line with MOE guidelines	Board Responsibility • Monitor attendance in the Attendance Committee Report to the Board • Support the school to improve outcomes and ensure we are keeping in line with MOE guidelines	Board Responsibility • Monitor attendance in the Attendance Committee Report to the Board • Support the principal and school to improve outcomes and ensure we are keeping in line with MOE guidelines • Review trends and strategies	Board Responsibility • Monitor attendance in the Attendance Committee Report to the Board • Support the principal and school to improve outcomes and ensure we are keeping in line with MOE guidelines • Review trends and strategies



Log your absence via Skool Loop app,
Phone 07 533 2117 or
Email: office@maketu.school.nz

Reviewed: 24/03/26

Next Review: December 2026 / January 2027

Approved by: Maketu School Board of Trustees

Public Access: This plan is published and accessible on our school website www.maketu.school.nz