

Attendance Management Plan and supporting STAR procedures for Tuakau College

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 daily attendance rate of 88% and a 48% regular attendance rate. We have a target of lifting regular attendance to 60% by the end of 2026 and the daily attendance rate consistently above 90%.

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 to 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 (STAR) – see below

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

Insert here any relevant legislation this plan supports

Education and Training Act 2020

Education Attendance rules

Education Attendance Management Plan regulations (yet to be passed)

Reviewed:

Next review:

Attendance Management Procedure- Stepped Attendance Response

Tuakau College:

- is committed to ensuring every student attends school regularly so they can engage fully in learning and achieve their educational potential.
- maintains robust attendance procedures that ensure all students are accounted for during the school day, enabling early identification and timely responses to attendance concerns.
- uses a stepped and structured attendance response system that provides targeted support and appropriate interventions as students reach key thresholds of concern, helping them return to regular and sustained attendance.
- sets annual attendance targets and works collaboratively with students, parents and caregivers, staff, and external agencies to strengthen attendance and improve overall engagement across our school.

Parent/Whaanau responsibilities:

Parents/Caregivers/Whaanau have the following responsibilities regarding attendance:

- Support students to attend school every day they are able, recognising that regular attendance is essential for learning and wellbeing.
- Promote and reinforce strong attendance habits to help students develop routines that contribute to their long-term success.
- Maintain open and timely communication with the school regarding any matters that may affect a student's attendance.
- Adhere to the school's Attendance Management Plan, including all related policies and procedures, to ensure a consistent and effective approach to attendance.

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.

Kaiako (teachers) are responsible for recording student attendance to their class each period.

Whaanau 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 and other attendance issues.

Manukura (Deans) and Tumuaki Tuarua (Deputy Principals) 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 notifications if their Tamariki is absent.

Parents will also receive student attendance data via weekly emails.

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 pastoral team/SLT 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 Kāmer. The pastoral care team meets weekly. If you have any questions about our Stepped Attendance Response or procedures, please contact Ashley Jacobs, Deputy Principal.