

Belmont School

Attendance Management Plan



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 76% 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.

Principal Responsibilities

The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensuring that student absence is investigated, responded to and actions taken are recorded aligned with the thresholds
- ensuring all students, whānau and staff understand the processes and procedures that support student attendance
- reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance.

Procedures/supporting documentation

Monitoring Attendance: 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

[Education and Training Act 2020](#)

[Education Attendance rules](#)

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

Reviewed: November 2025

Next review: November 2028

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 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.

We have annual targets for student attendance and work with students, parents and caregivers, staff and external agencies where necessary, to improve our levels of student attendance.

Parent/Whānau Responsibilities

Parents and Whānau are responsible for:

- ensuring students attend every day they are able
- reinforcing good attendance habits
- opening communication with the school
- following the school's attendance management plan and associated attendance policies and procedures.

School Responsibilities

The school is responsible for:

- clear communication to parents and whānau on attendance expectations on enrolment, at the start of the year and each term
- communicating to parents and whānau the steps the school will take if the student is absent from school
- monitoring student attendance
- reporting regularly to parents and whānau on attendance of their child.

School Procedures

The principal will appoint staff and delegate duties to manage the recording of the 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.

Classroom teachers are responsible for recording student attendance for their class each half day.

Classroom 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 other attendance issues as a first step.

Parents will receive termly attendance data via Attendance Reports.

Outside agencies will be used as appropriate to support attendance where necessary.

Students will be identified at the identified STAR 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.



Reference [Stepped Attendance Response \(STAR\)](#)

Stepped Attendance Response – STAR

Responding to all absences

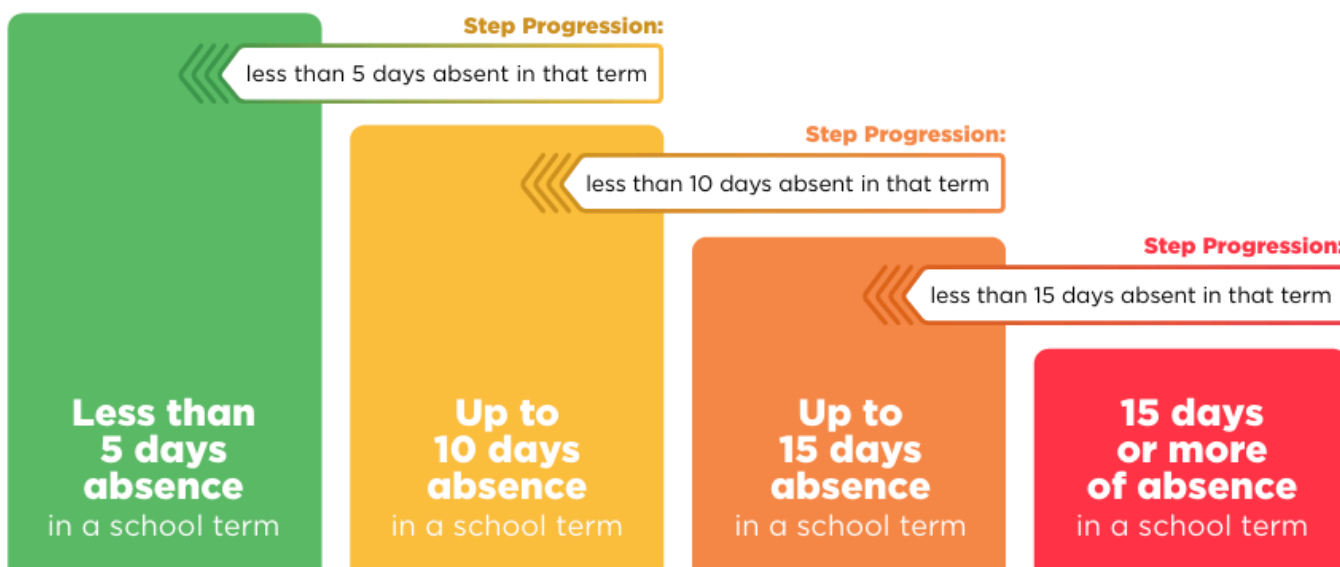
The Government's target is for **80% of students to attend regularly**, that is to attend school more than **90% of the time**.

GOOD
Good chance of success

WORRYING
Less chance of success

CONCERNING
Hard to make progress

SERIOUS CONCERN
Very hard to make progress



GOOD

Good chance of success

Less than 5 days absence in a school term

Message 1: Setting Expectations

STAR activities	<ul style="list-style-type: none"> • Clear communication to parents on attendance expectations via school newsletter • Include STAR chart as reference point
Responsibility	Principal

Message 2: Student absence (day-to-day)

STAR activities	<ul style="list-style-type: none">Record all absences using attendance codesPhone call, text, email or other message directly to parents/guardian of individual student to follow up on every absence that we haven't been notified ofWeekly whole school attendance report provided to the principal for monitoring
Responsibility	Administration Staff

Message 3: Regular attendance reporting for parents

STAR activities	<ul style="list-style-type: none">Report to parents once a term on attendance using the STAR step reference
Responsibility	Administration Staff

WORRYING

Less chance of success

Up to 10 days absence in a school term

Message 4: First formal notification

STAR activities	<ul style="list-style-type: none">Identify known reasons for absence - are they valid and unavoidable?Call or send formal notification to parent/guardian to discuss reasons for absence when a child hits 10 days absence within a term
Responsibility	Classroom Teacher

CONCERNING

Hard to make progress

Up to 15 days absence in a school term

Message 5: Escalated formal notification

STAR activities	<ul style="list-style-type: none">Identify known reasons for absence - are they valid and unavoidable?Send escalated formal notification to parentsMeet with parents and whānau
Responsibility	Principal or Senior Leader

SERIOUS CONCERN

Very hard to make progress

15 days or more absence in a school term

Message 6: Warning notice

STAR activities	<ul style="list-style-type: none">● Identify known reasons for absence - are they valid and unavoidable?● Send warning notice and make contact to arrange meeting with parents● Meet with family and whānau● Refer to Attendance Service if required
Responsibility	Principal