Mingimingi Hautoa
Knights Stream School

Knights Stream School Attendance Management Plan

Introduction and Purpose

The purpose of this attendance management plan is to:

- Outline clear expectations for student attendance
- Establish and maintain consistent procedures for monitoring, recording, and managing student attendance.
- Provide a framework for early intervention and support for students whose attendance is a concern.
- Promote effective communication between the school, students, and whānau regarding attendance matters.
- Comply with Ministry of Education regulations regarding student enrolment and attendance.

Strategic Priorities

At Knights Stream School we recognise that regular school attendance is an enabler for the success, wellbeing, and positive outcomes for our tamariki. Attending school everyday supports tamariki to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.

The Aotearoa New Zealand government has set a **national target of 80% of students attending school at least 90% of the time**. This means tamariki should be absent for no more than one day a fortnight to ensure they can have continued success at school.

School Attendance Data

	2023	2024	2025
Term 1	72%	73%	81%
Term 2	67%	67%	73%
Term 3	61%	63%	60%
Term 4	73%	72%	72%

Board Responsibilities

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).
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

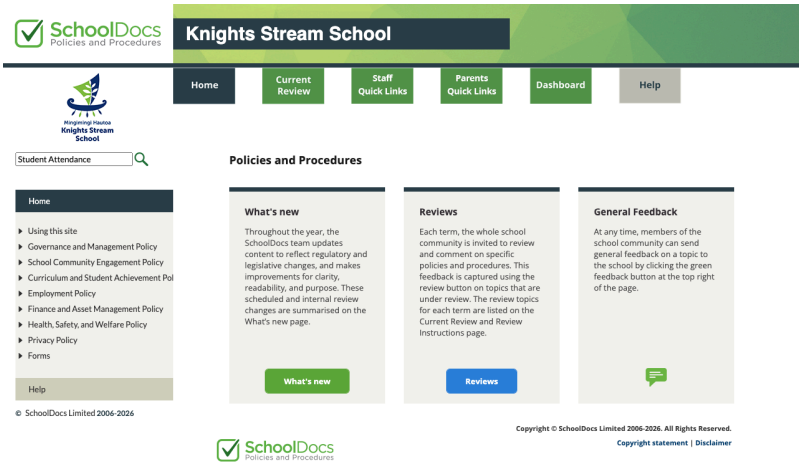
Attendance Policy

Our Student Attendance Policy can be found in School Docs.

Click here to access the School Docs website.

Enter the **username knightsstream** and **password waka** to access our policies.

Search student attendance to find this policy.



Attendance Procedures

Procedures for Monitoring and Recording Attendance

Procedure Step	Action and Responsibility
Daily Attendance Recording	***Teachers*** will take attendance at the start of each morning, before 9:00am and again after the lunch break, before 1:40pm. Attendance will be recorded accurately in *HERO* (the school's Student Management System).
Absence Notification	***Parents and caregivers*** are expected to notify the school of any absence before the start of the school day (e.g. before 8:50am) on the day of absence stating the reason. This can be done by: - Submitting an absence through the Hero app - Calling the school - Sending an email For extended illness of 5 consecutive days or more, a medical certificate may be requested. For planned absences (e.g. family holidays, appointments), notification to the Tari is required in advance.
Unexplained Absences	***Tari staff*** will initiate contact with the parent or caregiver usually by a phone call for any unexplained absences shortly after the roll is taken. Initial contact will be endeavoured to be completed by 9:15am on the day of absence. If contact cannot be made, attempts will continue throughout the day. If an explanation is not received within 24 hours, the absence will be recorded as unjustified.
Attendance Coding	***Teachers and Tari staff*** will use Ministry of Education approved attendance codes for all records. Unexplained absences are resolved or coded appropriately.
Late Arrivals and Early Departures	***Parents and caregivers*** are responsible for ensuring their child signs in or out via the VisTab in the Tari for any late arrivals or early departures providing a specific reason. ***Tari staff*** will monitor these records to identify ongoing patterns. ***Teachers*** will monitor and address any noticeable patterns in the first instance.
Families Travelling Overseas During Term Time	*A* ***formal letter from the principal*** is issued from the Tari staff outlining the school position on term time travel. This is uploaded to HERO.

Stepped Attendance Response (STAR) Overview

GOOD	WORRYING	CONCERNING	SERIOUS CONCERN
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 or more days of absence in a school term**
Whānau	**Whānau**	**Whānau**	**Whānau**
• Ensure child attends everyday they are able • Reinforce good attendance habits • Follow school attendance management plan and procedures	• Return student to regular attendance • Contact school to discuss reasons for absence and impact on learning • Support student to catch up on missed learning • Engage in supports offered	• Return student to regular attendance • Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan • Implement strategies at home	• Return student to regular attendance • Engage in support plan • Participate in regular meetings
School	**School**	**School**	**School**
• Communicate attendance expectations regularly through newsletters and at new entrant parent meetings • Educate students and whānau on the importance of regular attendance for learning • Communicate with whānau about every absence • Encourage continued partnerships with whānau to maintain high attendance	• Contact whānau to discuss reasons for absence and impact on learning • Support student to catch up missed learning where required • Use in-school resources as appropriate to remove barriers	• Contact parents to escalate concerns • Hold meeting to analyse reasons for absence and to collaborate on a support plan • Develop and implement a support plan tailored to the reasons and circumstances	• Contact parents to inform of escalated response • Request support from Attendance Service or other agencies as required • Participate in multi-agency response • Maintain implementation

Stepped Attendance Response (STAR) Framework Intervention Strategies

Attendance Category	Definition	School Response (stepped intervention)
Regular Attendance **GOOD**	Students with less than 5 days absence in a school term. 90% or more attendance rate.	**Tier 1 - Universal Support** ● ***All staff*** maintain a welcoming, inclusive, and engaging school environment. ● ***Teachers*** monitor, provide positive reinforcement, and acknowledgement of regular attendance.
Irregular Attendance **WORRYING**	Students with up to 10 days absence in a school term. 80% - 89% attendance rate.	**Tier 2 - Targeted Intervention** ● ***Tari staff*** communicate irregular attendance with the teacher and send attendance letter via Hero. ● ***Teacher*** contacts whānau to understand attendance barriers and develop an informal attendance plan setting clear expectations and identifying strategies. ● ***Teacher and Team Leader*** provide increased monitoring of attendance. ● ***School*** offers basic support.
Moderate Absence **CONCERNING**	Students with up to 15 days absence in a school term. 70% - 79% attendance rate.	**Tier 3 - Intensive Support** ● ***Tari staff*** communicate moderate absences with Teacher and Attendance Officer and send an attendance letter via Hero. ● ***Attendance Officer*** meets with whānau to develop an Attendance Improvement Plan. ● May involve internal or external agencies (e.g., SENCO, LSC, Mana Ake, Attendance Services, health professionals). ● Regular review meetings to monitor progress and adjust the plan as required.
Chronic Absence **SERIOUS CONCERN**	Students with 15 or more days of absence in a school term. Less than 70% attendance rate.	**Tier 4 - Multi-Agency Support** ● ***Principal*** issues a formal warning letter and holds an urgent meeting with whānau. ● Referral to external support agencies (e.g., Attendance Services, health professionals, Oranga Tamariki). ● Regular review meetings to monitor progress and adjust the plan as required.

Review and Evaluation

This Attendance Management Plan (AMP) will be reviewed annually by the school leadership team in conjunction with the Knights Stream School Board. The review will include:

- Analysis of school-wide and cohort attendance data against the 90% justified attendance target.
- Evaluation of the effectiveness of intervention strategies.
- Feedback from staff, students, and whānau.