



Puketapu School Attendance Management Plan (AMP)

Te Kura o Puketapu – New Plymouth

Mā te poipoi, mā te ako, ka ora te iwi.

Through nurturing and learning, we succeed together.

This plan sets out our school's strategy and processes for identifying, responding to, and reducing student absences, in accordance with sections 137A–137D of the Education and Training Act. Our focus is on supporting students and whānau to ensure consistent engagement in learning.

Strategic Priorities

Regular school attendance is essential for ākonga to reach their full potential. Our government's target is that 80% of students will be regularly attending school, that is, attending 90% of the time, by 2030.

Puketapu School currently has 50% of children attending school 90% of the time. Our target is to have 60% of children attending school 90% of the time by the end of 2026, aligning with our strategic direction (Oho te Ako, Oho te Ora, Oho te Hāpori).

Board Responsibilities

The Board will take all reasonable steps to ensure that students attend school when it is open for instruction. This includes:

- Supporting ākonga to return to regular attendance
- Maintaining clear processes and procedures aligned with our Stepped Attendance Response (STAR)
- Ensuring accurate recording of absences
- Monitoring attendance patterns, barriers, and trends
- Publishing this Attendance Management Plan on the school website

Principal and SLT Responsibilities

The Principal and Senior Leadership Team (SLT) are responsible for:

- Developing and implementing the STAR response aligned with thresholds
- Ensuring absences are investigated, responded to, and recorded

- Ensuring all students, whānau, and staff understand attendance processes
- Reporting attendance trends, barriers, and interventions to the Board

Procedures / Supporting Documentation

Our supporting documentation includes:

- Attendance Management Procedure – Stepped Attendance Response (STAR)
- Shared School Expectations
- Use appropriate coding
- Whānau communication procedures
- School procedures can be found on School Docs

Monitoring

- The Principal with the Attendance officer representative monitors daily attendance data
- Principal and Office Attendance officer review trends/ data weekly
- The principal and the attendance officer meet every 2 weeks, make decisions and actions as needed.
- Every term, we monitor attendance data and evaluate the attendance plan
- The Board receives termly attendance reporting, including trends, barriers, concerns, and data.

Legislative Compliance / Legislation

This plan aligns with:

- [Education and Training Act 2020](#)
- [Education Attendance Rules](#)
- Attendance Management Plan Regulations (pending)

Attendance Management Procedure – Stepped Attendance Response (STAR)

Our STAR approach is grounded in our school values: Manaakitanga, Kaitiakitanga, Māia, and Whanaungatanga.

We recognise the importance of regular attendance and ensure ākongā are accounted for during school hours. We identify ākongā needing support early and respond with relational, wraparound action.

Parent / Whānau Responsibilities

- Ensure ākongā attend every day they are able
- Encourage good routines and attendance habits
- Maintain open communication with school
- Follow Puketapu School's attendance plan and procedures

School Responsibilities

- Attendance expectations at enrolment, start of year, and each term
- Explain the steps taken if a student is absent
- Follow-up on absences
- Provide regular updates to whānau
- Use external agencies when helpful

School Procedures

- Staff appointed to manage electronic attendance systems
- Teachers mark rolls using the Electronic Attendance Register (eAR) accurately twice a day
- SLT monitor attendance patterns
- Whānau to receive timely updates when and if needed
- Tailored interventions at threshold.

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence.

Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance. Contact parents asap (ideally within two school days) and arrange a meeting for as soon as possible.

Attendance Team meets every Wednesday. Any attendance data related questions please contact Paula Martin, Office Administrator. For all other Attendance queries please contact Kerie McLeod.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Class teacher Office team Principal	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Work with parents and students, where appropriate.
Following up absences daily	Use our SMS system to quickly identify all student absences and communicate these to parents Follow-up daily with parents any unexplained absences	Administration team Classroom Teacher	Text based reminder to be sent from 10 am for all unexplained absences. Follow up telephone call if no response to text.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Administration team	Discuss with previous school Remind parents of expectations
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with DP.

Students with less than 5 days of absence (0-4)

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration team / Classroom Teacher.	Follow-up all absences to confirm the reason for absence.
Report regularly to parents on attendance of their child	Make data available in Hero	Administration team	Available in HERO

Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence. Any students already on the attendance list from the previous term will be identified by the Attendance Team at their weekly meetings.

Students with less than 10 days of absence (5-9 days)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning	After 5 days send an email to the parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Class Teacher (Any concerns of next steps discussion options Team Leader.)	Recorded actions in Team Hui Docs weekly - shared with SLT and on Hero. If there is no action taken due to individual circumstance - record this against the student record.
Support students to catch up missed learning where required	Identify missed learning objectives and consider activities to bring the student back up to speed	Class Teacher	Discuss with student to follow up with missed learning.
Work to remove barriers : Kai, Breakfast and lunch provided, clothes, Pastoral needs.	Support Parents as and when needed.	School Team	Parents and student provided access to additional resources to support being at school.

Between 5-9 days of absence, investigate reasons for this absence, and if there is a pattern across the year, consider actions listed at higher thresholds. Record all actions taken to address non-attendance. For students who have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both the student and whānau.

Students with less than 15 days absence (10-14 days)

Activities	Practice	Responsible Person	Notes & Actions
Contact the parent to escalate concerns	Letter from the Principal, sent by admin (use school template).	Admin person Principal	Record actions taken in Hero.
Hold a meeting with the parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange a meeting including parents and the student.	School Leadership team	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan.	Class Teacher, and/or School Leadership team	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support as needed	Discuss with SLT team what further supports are available	School Leadership team	Take action.

Between 10-14 days of absence, investigate reasons for this absence, and if there is a pattern across the year, consider actions listed at higher thresholds. Record all actions taken to address non-attendance.

Students with greater than 15 days of absence

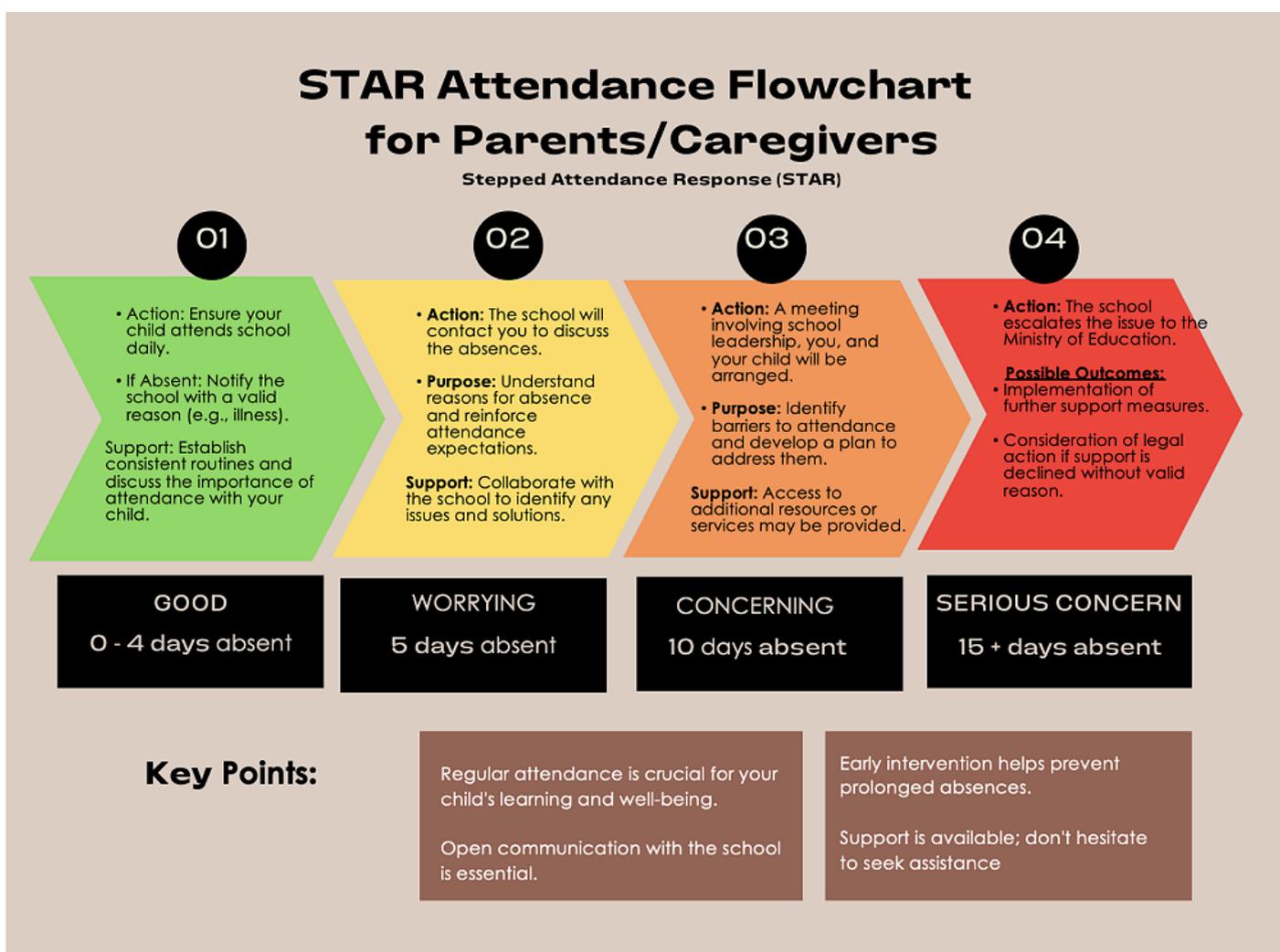
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Letter from the Principal, sent by admin (use school template).	Admin person Principal	Record actions taken in Hero.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	School Leadership team	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed Participate in multi-agency response (e.g. OT)	Refer to Ministry of Education attendance services or other agencies Support access to services and collaborating with specialists	School Leadership team	Before referral, check all previous actions like support plans are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return the student to regular attendance
Maintain implementation and monitoring of the support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	School Leadership team	Support plan in place Continue monitoring Steps taken to reintegrate student

Over 15 days absence, investigate reasons for this absence and refer to the senior leadership team for further actions. Record all actions taken to address non-attendance.

The following comms will go out to our community and be shared on our website.

SCHOOL ATTENDANCE MANAGEMENT PLAN

Purpose: This plan sets out our school’s strategy and process for identifying, responding to, and reducing student absences, in accordance with sections 137A–137D of the Education and Training Act. Our focus is on supporting students and whānau to ensure consistent engagement in learning. Our attendance approach is grounded in our school values: Manaakitanga, Kaitiakitanga, Māia, and Whanaungatanga. We recognise the importance of regular attendance and ensure ākonga are accounted for during school hours. We identify ākonga needing support early and respond with relational, wraparound action.



Attendance Strategy

We believe regular attendance is critical to student wellbeing and achievement. Our school promotes a culture where attendance is valued, monitored, and supported through strong relationships, clear communication, and proactive interventions.

Identification of Absences

- Daily electronic roll checks are completed by kaiako before 9:15am and 2pm.
- Unexplained absences are followed up with a text or phone call home the same day.
- Patterns of irregular attendance are flagged weekly through Hero SMS reporting by the Office Support Person

Response Process

- Initial concern (after 3–5 days): Office staff contact whānau to understand context.
- Ongoing concern (after 5–10 days): Attendance Support person or Tumuaiki meets with whānau to develop a support plan.
- Chronic absence (20+ days): Referral to Attendance Service and/or social support agencies as appropriate.

Support Strategies

- Individualised attendance improvement plans
- Engagement with external support providers where appropriate
- Culturally responsive approaches to whānau engagement
- Positive reinforcement through incentives such as:
 - Certificates or shout-outs in assemblies for improved or consistent attendance
 - Termly prize draws for students with 90 %+ attendance

Review and Monitoring

- Reviewed annually by the board or in accordance with any updated regulations
- Attendance data is monitored daily
- Feedback gathered from staff, students, and whānau to inform updates

Public Access

This plan is published and accessible on our school website.