



Mt Albert Primary School

Te Pa O Ruarangi

6 Sainsbury Road, Mt Albert, Auckland 1025

P: (09) 846 9288

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ATTENDANCE MATTERS

Our School Attendance Management Plan 2026

WHY ATTENDANCE?

We're all about helping students succeed, and being at school every day plays a massive part in that! This plan outlines how we spot, respond to, and reduce absences - because every day counts.

OUR ATTENDANCE STRATEGY

- Value and celebrate attendance
- Notice when tamāriki are missing
- Support students and whānau to be here

SCHOOL ATTENDANCE MANAGEMENT PLAN

Purpose: This plan sets out our school's strategy and process for identifying, responding to, and reducing students absence, 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.

For Parents/Caregivers Stepped Attendance Response (STAR)

01 • Action: Ensure your child attends school daily. • If absent: Notify the school with a valid reason (eg. illness) Support: Establish consistent routines and discuss the importance of attendance with your child.	02 • Action: The school will contact you to discuss the absences. • Purpose: Understand reasons for absence and reinforce attendance expectations. Support: Collaborate with the school to identify any issues and solutions.	03 • Action: A meeting involving school leadership, you and your child will be arranged. • Purpose: Identify barriers to attendance and develop a plan to address them. Support: Access to additional resources or services may be provided.	04 • Action: The school escalates the issue to the Ministry of Education. Possible Outcomes: • Implementation of further support measures. • Consideration of legal action if support is declined without valid reason.
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GOOD 0 - 4 days absent	WORRYING 5 days absent	CONCERNING 10 days absent	SERIOUS CONCERN 15 + days absent
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Key Points:

Regular attendance is crucial for your child's learning and well-being. Open communication with the school is essential.	Early intervention helps prevent prolonged absences. Support is available; don't hesitate to seek assistance.
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Attendance Strategy

We believe regular attendance is critical to student well-being and achievement. Our school and Board 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 teachers at 9am and 1.50pm.
- Unexplained absences are followed up with a text or phone call home the same day.
- Patterns of irregular attendance are flagged weekly through SMS reporting by the Student Support person.

Response Process

- Initial concern (after 3 - 5 days): Office staff / student support persons (Ann-Marie or Rowena) to contact whānau to understand context. Communicate with SLT and/or Inclusive Practice Leader to ensure they are aware. Ann-Marie or Rowena to call the family once per week to keep in touch and to monitor
- Ongoing concern (after 5 - 10 days): Attendance Student Support person or Inclusive practice Leader to meet with whanau (if possible) to develop a support plan. Keep in touch with family to ensure clarity of the situation prior to the 20 days of absence
- Chronic absence (15 + days): Referral to Attendance Service and/or social agencies as appropriate.
- Our school encourages attendance through staff positivity and student values awards
- If whānau are difficult to contact, including emergency contacts, two staff members may make a home visit

Support Strategies

- Connection with pastoral and learning support teams.
- Communication with families/whānau.

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 whanau to inform updates.

Public Access

This plan is published and accessible on our school website.

Reviewed: 02/09/2025

Next Review Due: 02/09/2026

Approved by: Board of Trustees



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Guidance

This guide is intended to support schools to consider how you might create a summary version of your Attendance Management Plan for sharing with the school community. This guide will be updated later this year, after regulations that set the requirements are released.

Summary of our Attendance Management Plan

In line with the government's target of 80% of students regularly attending school by 2030:

Our school has a target of

We're currently at

80%

Regular attendance¹
by Term 1, YEAR 2026

74%

Regular attendance
in Term 1, YEAR 2025

This target is set out in our school's **Strategic Plan/Annual Implementation Plan**.

Our **Attendance Policy** sets out

- Why attendance is a priority for our school
- Legal requirements about attendance
- Our expectations of students, parents and our school staff

Our **Attendance Procedures** set out

- How we manage attendance in our school
- How we identify concerning attendance
- How we respond to absences

Summary of our Attendance Management Plan template

Our school uses the [Stepped Attendance Response \(STAR\)](#) to guide when and how we respond to absences.



If your child is regularly attending, you can expect	If your child has some absences, you can expect	If your child has many absences, you can expect	If your child has a lot of absences, you can expect

V1.0 Updated 12 June 2025

Our school's **monitoring and assurance process** sets out

- How we monitor and review the impact of our actions
- How we give the Board assurance that the school is managing attendance effectively

We will stay in regular contact with you about your child's attendance.

We will follow up to find out the reason when they aren't at school.

We will work with you to identify any barriers to attendance.

We may provide support to help them catch up and stay on track.

We will work with you to develop a plan to support their attendance and learning.

We may seek support of the Attendance Service or other agencies to remove barriers to attendance.

We will continue to work with you to implement the plan to support their attendance and learning.

We will seek support of the Attendance Service or other agencies to support their return to school.