Tauranga Girls' College

A place of discovery

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular attendance is important for improved learning, well-being and long term success. Attending school regularly allows all learners the opportunities to learn and connect with others to gain the essential skills needed to experience success in work and life.

The government target is that 80% of students will be regularly attending school 90 % of the time by 2030.

In alignment with the government's target to improve attendance Tauranga Girls College will increase regular attendance in incremental steps.

Board Responsibilities

The Board is responsible for taking all reasonable steps to ensure that the school's students attend 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, identifying patterns and barriers to attendance
- publishing the 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, actions taken, recorded and aligned with the thresholds
- ensure all students, whānau 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

Procedure/supporting documentation

Attendance Management Procedure -Stepped Attendance Response (STAR) – see below for more detail.

Monitoring

The Principal will maintain reporting of daily attendance data.

The Board will receive an attendance update at each board meeting and termly attendance reporting 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

School Attendance Rules 2025

Education Attendance Management Plan regulations

Reviewed: November 2025	**Next Review:** November 2028

Attendance Management Procedure – Stepped Attendance Response

We recognise the importance of regular attendance to help our students realise their full potential.

Schools have a key role alongside whānau to ensure students attend school and are required to do so under Section 36 of the Education and Training Act (2020).

The attendance management plan aims to establish a consistent, fair, and efficient system for tracking, monitoring and improving attendance, ensuring accountability.

Our attendance procedures ensure all students are accounted for during school hours.

We have a Stepped Attendance Response to ensure we can identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

Barriers to attendance

- Medical - there is a significant number of students giving reasons such as anxiety. When this is given as a reason for ongoing absence and there is no medical diagnosis or supporting medical documents it raises concern.
- Unexplained Absences: this highlights the lack of communication from whānau despite a daily text being sent out. Further follow-up is then required.

We have annual targets for student attendance and work with students, parents/ caregivers and external agencies, where necessary to support students back to regular attendance.

School responsibilities

- On enrolment, at the start of the year and each term communicate clearly to parents and students
- 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 attendance
- Report regularly to parents on attendance of their child

Parent/Whānau responsibilities

- Ensure students attend every day they are able
- Reinforce good attendance habits
- Open communication with the school
- Follow the school's attendance management plan and associated attendance policies and procedures

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 procedure 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 are responsible for recording attendance in a timely and accurate manner for each timetabled class.

Whānau and class teachers are responsible for maintaining accurate and up to date records and supporting the attendance systems. They will also follow up on lateness and other attendance issues.

Cohort Deans with the support of Pastoral Engagement Lead are responsible for monitoring student attendance for their respective cohort, ensuring parents are informed of attendance concerns. Relevant personnel will be informed of students with serious attendance concerns.

Parents/Whānau will receive by email a weekly summary, subject attendance statistics and overall year summary.

Outside agencies will be used as appropriate to support attendance.

Students will be identified regularly at the thresholds. Follow up response actions will be tailored to the reason for the absence.

Patterns of attendance and specific interventions being used will be evaluated by the pastoral team each term to review the outcomes and effectiveness of these interventions.

The Stepped Attendance Response actions for our school are outlined below. Any action can be considered at any threshold. All actions taken to respond to absences will be recorded in KAMAR, our student management system. If you have any questions concerning our procedures, please contact the Cohort Dean.

School Stepped Attendance Response Activities

Below is our Stepped Attendance Response for responding to individual student absence. Actions can be taken at any stage; there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance.

Attendance data is generated and shared with the pastoral team on a regular basis to identify students of concern and emerging patterns relating to individual attendance.

Day-to-day operations **It is the responsibility of the timetable teacher to mark the roll, in a timely manner. using the correct attendance code**	
Communicate to parents	• Expectations relating to attendance are shared through the school website, enrolment booklet, and newsletters • Inform procedures for when a student is absent • Share with whānau the steps that will be taken to address attendance • Parents are informed of the steps the school will take in the event of their daughter or young person being absent from school
Communicate to students	Attendance expectations are communicated in the enrolment prospectus, the orientation booklet and are reinforced through newsletters, PB4L slides and assemblies on a regular basis
Following up on absences daily	Maintain accurate student data each day, by clearing absence messages daily, changing codes as informed by whānau through absence manager/the portal/website/app Midday text is sent to whānau for those students who have been absent whānau time, periods 1 & 2 without explanation Follow up daily with parents any unexplained absences
Minimise disruptions to the school day and week	School Board and School Leadership prioritise school hours to be for learning
Assess history of new students	When enrolling identify issues or trends in attendance history
Escalate attendance issues as needed	This may include: - Contacting home Meeting with whānau Developing Individual attendance plan Involving other agencies, services and considering referral to the Attendance Service
Regular reporting to students and whānau	Parents/Whānau will receive by email a weekly summary, subject attendance statistics and overall year summary

Students with less than 5 days absent a term	Students with less than 10 days absence	Students with less than 15 days absence	Students with greater than 15 days absence
The school response • Good attendance habits are communicated to students through PB4L slides, reinforced by whānau teacher, subject teachers and Deans. • Good attendance habits are also communicated through the newsletter, Māori Whānau hui and Pasifika Pono. • A text is sent to parents/guardians each day a student is absent without explanation. • Whānau teachers will follow up on absences of the past fortnight when there has been no explanation provided. • Contact details are kept updated with a prompt from the office at the beginning of each school year. • Students are provided with regular updates on attendance by their whānau teacher when the three weekly traffic light data is shared. • Weekly attendance summaries emailed to whānau.	**The school response** • Inform parent/guardians by email when an absence has reached the five-day threshold. • Send out formal notification and contact parent/caregiver to discuss reasons for absence if it has not already been explained. • Support students to catch up on missed learning, this can be through lunchtime tutorials or work on google classroom. • Use in-school resources to remove barriers eg youth mentor, counsellor, referral for additional testing, exploration of alternative programmes, 2nd hand uniform, breakfast club, school lunches.	**The school response** • Inform parent/guardians by email when an absence has reached the ten-day threshold. • Send an escalated formal notification to parents • Hold a meeting to discuss the reasons for absence and collaborate to develop a support plan to improve attendance. • Develop and implement an individual attendance improvement plan tailored to the reasons and circumstance around the student's absence. • Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed.	**The school response** • Inform parent/guardians by email when an absence has reached the fifteen-day threshold and request a meeting with the parents. • Make further contact to have a meeting with parents if no response to the fifteen-day email and warn of the need to escalate the school's response. • Escalate to multi agency response and have meeting. • Refer student to the Attendance Service. • Implement and monitor improvement plan. • Remove the student from the roll if they are not returning to school. • Complete a NEN's form for a student under 16 and have reached 20 days absent with no success in contacting whānau • Notify the parent that the student is no longer on the roll due to non-attendance.