

2026 St Hilda's Collegiate School - Attendance Management Plan and supporting STAR procedures

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.

2025 we had a regular attendance (attending more than 90% of the time) of **60.3%** (T1-73.7%, T2-66.2%, T3-49.6% and T4-51.7% Term 4 can data can be broke down like this: (4.3% explained and approved, 4.5% medical illness, 0.2% unknown, 2.5% explained not approved, 0.6 holiday during term time, 0.1% truant, 5.9% exam leave).

To reach the Gov't goal by 2030 we need to lift our regular attendance by 30% and we have 5 years to do this, therefore we need to improve our regular attendance by 5% each year.

Our goal for 2026 is to lift our regular attendance to 65%.

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
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensure all students, whanau 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.

Procedures/supporting documentation

Attendance management Procedure - 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: March 2026

Next review: As this is a new procedure so we will review March 2027 and thereafter every 3 years.

Attendance Management Procedure

Stepped Attendance Response

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 can identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have a mandated target of 80% of students attending over 90% of the time by 2030.

2025 As a school our regular attendance (attending more than 90%) sat at 60.5% and we want to improve this to at least reach 65%. (T1 74%, T2 66%, T3 50%, T4 52%)

Term targets for 2026: Term 1 = 75% Term 2 = 70% Term 3 = 57% Term 4 58%

In 2025 our Chronic Attendance (attending below 70%) was concerning because of how it rapidly increased over the 4 terms - (T1-1.1%, T2 2.6%, T3 4.3% and T4 7.1%.) This is an area we want to understand better and watch more closely. We will work with students, parents and caregivers, staff and external agencies, where necessary to improve our levels of student attendance.

Parent/Whanau 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 responsibilities

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- 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 own attendance
- report regularly to parents 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/whanautanga teachers are responsible for recording student attendance to their class each period/ half day basis.

Whanaungatanga /class teachers are responsible for maintaining accurate and up-to -date records and supporting the attendance systems. School Administration monitors and follow-ups on lateness and attendance.

Our Attendance Manager is responsible for monitoring student attendance and communicating with the Deans team, respective year levels, ensuring that students and parents are informed of attendance concerns. DP of Pastoral and Wellbeing, Counsellor and the Principal will be kept informed of serious student absence situations.

Parents can receive student attendance data weekly via the parent portal. Student attendance data will be included in school reporting and emails will be sent home for any attendance concerns from the Attendance Manager.

Outside agencies will be used as appropriate to support attendance.

Students will be identified at the 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 Attendance Manager/pastoral team/SLT termly to review outcomes and effectiveness of these interventions

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in Kamar. The pastoral care team meets weekly, and the attendance manager attends the junior and senior deans meetings. There are also one-on-one meetings with the Dean and the attendance manager as required. If you have any questions about our Stepped Attendance Response or procedures, please contact Kat Harpur.

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 nonattendance. Contact parents asap (ideally within 2 school days) and arrange meeting for as soon as possible.

Attendance Manager and the Deans meet at the Junior and Senior Deans meetings (3 weekly cycle) on a Tuesday after school. Any attendance data related questions please contact Kat Harpur, Attendance Manager. For all other Attendance queries please contact Kat Harpur.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents</p>	<p>Attendance Manager - Kat Harpur</p> <p>Deans</p> <p>DP - Pastoral - Ange Rathbone</p> <p>Principal</p> <p>School board</p>	<p>Weekly Kamar attendance data emailed to whānau every Friday. This is an automatic kamar function. Termly attendance features including updates on data in Te Karaka Manu (weekly newsletter).</p> <p>Expectations and guidance for parents published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address attendance included in our enrolment forms for new students.</p> <p>Use our "Meet the junior deans and teachers of yr 7 and 9" hui with whanau at beginning of year for year 7-10 whanau to share attendance expectations.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	<p>Administration team</p> <p>Donna Madigan</p>	<p>Text based reminder to be sent from 10 am for all unexplained absences.</p>
Minimise disruptions to the school day and week	<p>School boards and school leadership prioritise school hours to be for learning</p>	<p>School leadership team</p>	<p>Weekly planning and end of term meetings - ensure calendar disruptions kept to a minimum</p>
Assess history of new students	<p>When enrolling, identify issues or trends in attendance history.</p>	<p>Dean (new students during year or not in year 9)</p>	<p>Deans request attendance data from the contributing school via a google form and will send 1 reminder.</p>
Escalate attendance issues as needed	<p>Seek more support as needed</p>	<p>Attendance Manager</p> <p>Deans</p>	<p>Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with the Attendance Manager or Deans.</p>

Develop support plans Involve other services, consider referral to Attendance Services		DP - Pastoral At times - whanaungatanga teacher.	
---	--	---	--

Students with less than 5 days absence

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration team or In School attendance Manager	Follow-up all absences to confirm the reason for absence. No action taken
Provide students with regular updates on their own attendance	Providing weekly notes on attendance to Students via Kamar email	Attendance manager - using Kamar	Weekly attendance updates sent to students and parents via Kamar - automatic function in Kamar.
Report regularly to parents on attendance of their child	Providing weekly notes on attendance to parents via Kamar email	Attendance manager - using Kamar	Weekly attendance updates sent to students and parents via Kamar - automatic function in Kamar.

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 attendance list from previous term will be identified by the pastoral care team at their weekly meetings.

Students with less than 10 days 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 email to parents / caregivers (use template). Phone contact to be used if this is not the first time student has met the threshold Kōrero with the student to better understand	Attendance Manager (Any concerns of next steps discussion options with year level dean.)	Record actions taken in Kamar. If there is no action taken due to individual circumstance- record this against student record. Follow-up to be within 2 schools days of meeting the threshold.

Support students to catch up missed learning where required	Identify missed learning objectives and consider notes or activities to bring student back up to speed	Classroom teacher Whanaungatanga teacher Dean	Discuss with student in form time- student to follow up with appropriate subject teachers. Check no internal assessments missed. (Yr12-13)
Use in-school resources as appropriate to Remove barriers e.g. counsellor, uniform, bus pass	Contact pastoral care team if barriers identified that the school could assist with	Attendance Manager Pastoral care team	Parents and student provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse appointments
<p>Between 5-9 days 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.</p> <p>For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.</p> <p>If there is no action taken due to individual circumstance- record this against student record.</p>			

Students with less than 15 days absence

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Attendance Manager alongside Year level Dean	Record actions taken in Kamar. If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	Attendance Manager, and/or Dean	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.	Attendance Manager, and/or Dean	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available	Attendance Manager, and/or Dean	

Between 10-14 days 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.

If there is no action taken due to individual circumstance- record this against student record.

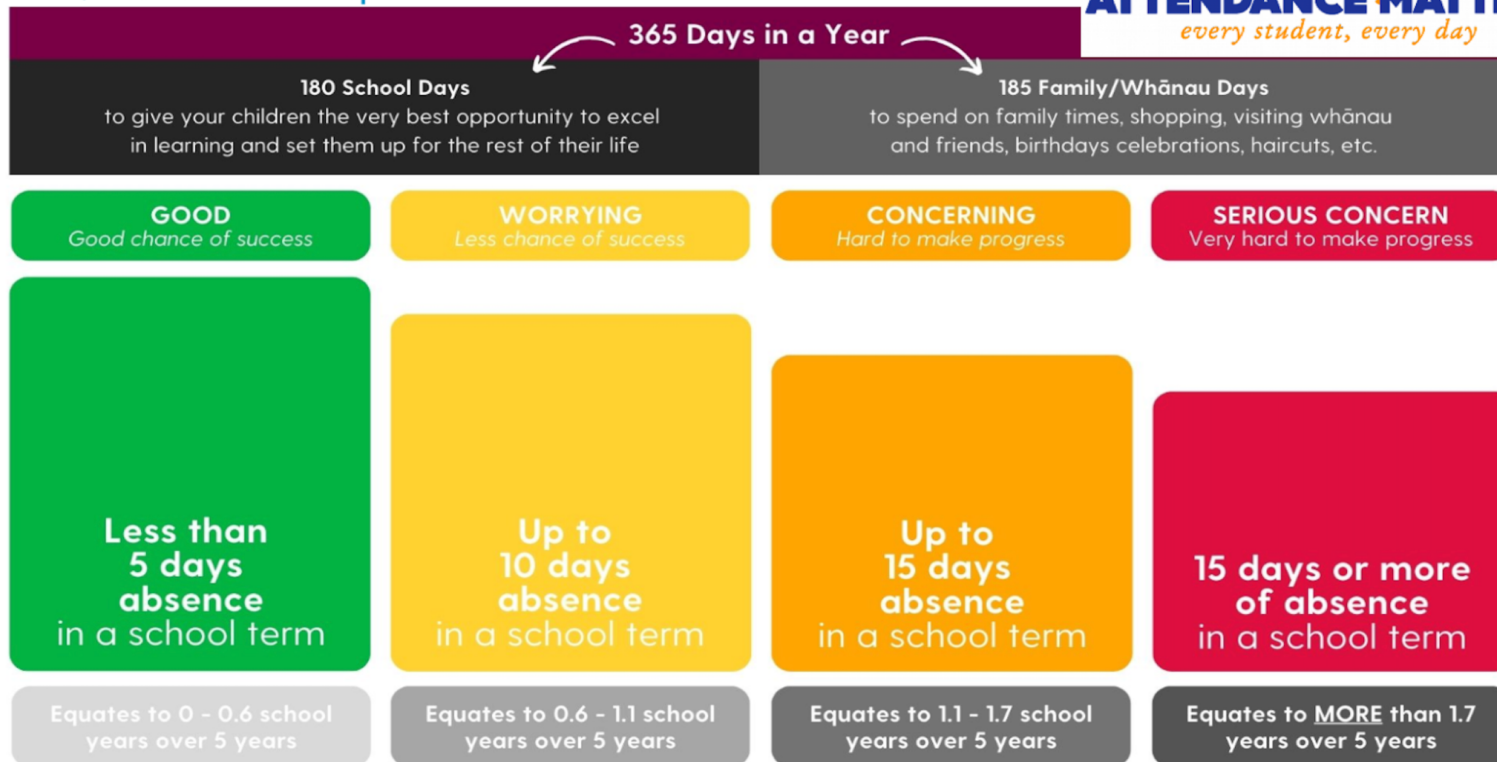
Students with greater than 15 days absence

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	School leadership	
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.	Deputy principal with Attendance Manager/Dean	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed Participate in multi-agency response	Refer to Ministry of Education attendance services or other agencies Support access to services and collaborating with specialists	Attendance Manager and Pastoral care team decision	Before referral check all previous actions like support plan are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return student to regular attendance

Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Attendance Manager and Pastoral care team	Support plan in place Continue monitoring Steps taken to reintegrate student
Over 15 days absence, investigate reasons for this absence and refer to dean and/or pastoral team for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			



St Hilda's
COLLEGIATE SCHOOL
Te Kura O Hira Tapu



There's a clear connection between attending school regularly and doing well in the classroom. Higher levels of educational achievement can mean better health, higher incomes, better job stability, and more participation in communities. Everyday matters!