Attendance Management Plan and supporting STAR Procedures- Maangere Bridge School

Strategic Priorities

The foundation for attendance at Maangere Bridge School is our **_'Pou Toru' 'LEARNER CAPABILITY'_** _Strategic Goal: To build confident, resilient, self-determined akonga who are thriving at school and engaged in their learning._

Regular school attendance is important for students to achieve their full potential. The Government target is 80% of students will be regularly attending school by 2030.

At the end of Term 4 in 2025 our Everyday Matters report showed our school had 55% regular attendance which needs to be improved.

The following targets are:
- To achieve a minimum of 90% overall student attendance rate each week
- To ensure 90% of students are attending school regularly
- To improve proactive communication with whaanau regarding the importance of attendance and to provide early, targeted support for underlying barriers.

Board responsibilities

The Mangere Bridge School Board is committed to effective attendance management and accountability.
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 investigate, respond in line with the Attendance Intervention Framework and formally record actions taken in relation to significant or persistent student absences. The Board will publish the Attendance Management Plan on the school's website.
The Principal provides the Board with a report each term on attendance data, trends, and the effectiveness of current interventions, which is used to inform strategic decisions and resource allocation.

Principal responsibilities

The Principal holds the overall responsibility for the effective operation and management of the Attendance Management Plan and its procedures.
The Principal will:
Report to the Board: Provide the Board with the required termly formal report on attendance data, trends, and intervention effectiveness.
Lead Implementation: Ensure the Every Day Procedure and the Attendance Intervention Framework are consistently applied by all staff.
Final Escalation: Oversee and conduct the Principal/DP Meeting with whaanau for persistent non-attenders.
Referral Management: Approve and action referrals to the Attendance Engagement Advisor (AEA) or the Ministry of Education.
Resource Allocation: Ensure adequate resources are dedicated to the identification and removal of attendance barriers.

Procedures/supporting documentation

The school's operational management of attendance is governed by the Attendance Management Procedure - Stepped Attendance Response (STAR) see below.

Monitoring

The principal will maintain reporting of daily attendance data. The board will receive each term's 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

Reviewed: Started Term 1 2026	**Next review:** Term 1 2027

Attendance Management Procedure- Stepped Attendance

At Mangere Bridge School, we believe that 'Every Day Matters' because attendance is the foundation of learning and success **'Angitu'**
Our core values of **'Aroha'** Care and **'Ako'** Learning, drive our commitment to ensuring all tamariki have barrier-free access to a safe, inclusive learning environment.
We work in partnership with whaanau to uphold the expectation of regular attendance, as it is crucial for every student to reach their full potential and achieve **'Excellence and Equity for all'**
This plan is a commitment to proactively support students and whaanau to overcome barriers and embody our School Vision:
'Together we care, we learn, we succeed!'

Parent Whaanau responsibilities

Ensure students attend school every day they are able according to the Education and Training Act
Notify the school as soon as possible if your child is absent or going to be late
Arrange appointments or trips outside of school hours or during school holidays where possible
Follows the school's attendance management plan and associated attendance policies and procedures.
Open communication and work with the school to manage attendance concerns
Reinforce good attendance habits for your child

School responsibilities:

Mangere Bridge School acknowledges its responsibility to provide an environment and a framework that actively supports every student's attendance. This includes the following:

Proactive Engagement: Implementing a stepped attendance response that ensures early identification of non-attendance and proactive communication with whaanau.

Barrier Removal: Utilising the Pastoral Team (Help Hui) to investigate underlying causes of absence and providing targeted support, including resource provision (food parcels, petrol vouchers) and referrals to internal (Counsellor) and external agencies.

Positive Climate: Fostering a culture of belonging **'Aroha'** through initiatives like the Koropuku attendance guide and Principal's Certificates to encourage and celebrate regular attendance.

Data-Informed Action: Monitoring, gathering, and analysing student attendance data weekly (at the Help Hui) and termly (to the Board) to inform strategic next steps and ensure resource efficacy.

Commitment to Equity: Ensuring that all students have barrier-free access to quality teaching and leadership, actively working to remove systemic or circumstantial barriers to education.

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, so as 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 teachers are responsible for recording student attendance for their class each half day.

They are responsible for maintaining accurate and up-to -date records and supporting the attendance systems.

They will also monitor and follow-up on lateness and other attendance issues in particular unexplained absences that show as question marks.

Team Leaders are responsible for monitoring student attendance for their whaanau teams, ensuring that parents are informed of attendance concerns. Senior Leadership Team (Principal and Deputy Principals) and relevant personnel will be kept informed of serious student absence situations.

Parents will receive student attendance data in the school newsletters and via emails.

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 Senior Leadership Team and Pastoral Team 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 HERO. The Pastoral Care Team meets weekly. If you have any questions about our Stepped Attendance Response or procedures, please contact the School Office.

Teacher Responsibilities

1. Roll to be taken by the Teachers BEFORE 9.15 am on HERO. Relievers will submit a paper roll to the office.
2. The receptionist will send out absence alerts via text to whaanau who have not excused their tamariki by 10 am.
3. Any student who arrives late to school is to report to the office and they will be signed in as late on the Vistab system.
4. If a student arrives in class after the roll has been taken, ask if they have reported to the office. If they haven't, they MUST report to the office.
5. Whaanau Kotahitanga Liaison will contact whaanau via call who have not replied to absence texts by 12:30pm.
6. Teachers and relievers complete afternoon roll after refuel break BEFORE 2:00pm.
7. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
8. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance to inform the Office.

Office Receptionist and Admin Responsibilities

1. The Office Receptionist checks the texts and emails and takes phone calls of absences in the morning.
2. The Office Receptionist with the support of the Kotahitanga Whaanau Leader' checks all classes' attendance on HERO from 9.05am.
3. Any children marked with a ? are then followed up by the Office Receptionist or Kotahitanga Whaanau leader.
a. a text is sent out to all children who are marked with an ?
b. When replies are received, the Office Receptionist updates the absence with the appropriate code.
c. If no reply is received, the child is marked as Truant.
4. The Office Receptionist will check the afternoon roll from 1.50 pm.
5. Students reaching attendance thresholds are tabled at Help Hui weekly where an intervention plan is created.

The Stepped Attendance Response (STAR)

The school uses a Stepped Attendance Response (STAR) model based on data-based thresholds to identify students and respond early to concerns. We are committed to working with you to develop a support plan if your child is struggling to attend.

GOOD ATTENDANCE – OVER 90%			
Less than 5 days absence in a school term			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration team	Follow-up all absences to confirm the reason for absence. No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via Hero and classroom discussions	Class Teacher	Updates sent to students and parents through Hero
Report regularly to parents on attendance of their child	providing weekly notes on attendance to parents via Hero	Administration team	Updates sent to students and parents through 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 Whaanau teams at their weekly meetings.			

WORRYING ATTENDANCE Between 81-90%

Up to 10 days absence (5-9 days) in a school term

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 with team leader.)	Record actions taken in Hero. If there is no action taken due to individual circumstance- record this against the student record. Follow-up to be within 2 school days of meeting the threshold.
Use in-school resources as appropriate to Remove barriers	Contact SLT if barriers identified that the school could assist with	Class Teacher Team Leader	Parents and students provided access to additional resources.

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.

For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whaanau.

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

CONCERNING ATTENDANCE Between 71-80%

Up to 15 days absence in a school term

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

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 the student record.

VERY CONCERNING ATTENDANCE 70% or less

15 days or more absence in a school term

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	Senior Leadership Team	
Hold a meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting including parents and the student. Consider who will be in attendance.	Deputy Principal with Classroom teacher	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	Senior Leadership Team decision	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 student to regular attendance
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly	Senior Leadership Team	Support plan in place Continue monitoring Steps taken to reintegrate student

	where expectations aren't being met		
Over 15 days absence, investigate reasons for this absence and refer to team leader and/or SLT for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against the student record.			

Board Approval Date: December 2025 **Lead Personnel for Attendance Management:** Principal, SLT, Pastoral Team and Administration.