Hillsborough Primary School – Attendance Management Plan

Plan

School 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. Our school currently has 65% regular attendance (of less than 5 days absence per term) and a target of lifting regular attendance to 70% by the end of 2026.
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	<u>Procedures /Supporting Documentation</u> 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. <u>Monitoring</u> The principal will maintain reporting of daily attendance data. The board will receive ● A report based on the Star Attendance data, at each meeting ● 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: February 2026	Next review: February 2027

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Procedures

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 are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance. - We have annual targets for student attendance and 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 on attendance expectations - on enrolment at the Welcome Hui - at the start of the year and each term in the School Newsletter - communicate the attendance management plan to parents via the school website - monitor student attendance - Teachers report concerns at team meetings, recorded in minutes - report attendance to all parents via reporting processes - Mid year and End of year report

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Systems

Day to Day Procedures	• Attendance registers will be kept to document attendance and non-attendance • Attendance information will be recorded in eTap • Teachers must ensure a consistent system for marking attendance registers twice daily, by 9:10 and 1:40 • The office staff will text parents/guardians of any child unaccounted for, which is then recorded on eTap - If no reply by 11am, office staff will phone whanau for an explanation • Parents are asked to inform the school if their child is going to be absent; through the school app is preferred • Parent/Guardianship notification is required for children taking extended holidays
Unacceptable levels of Absence	Attendance is monitored through our student management system - STAR, and Everyday Matters summary report • Office Administrator to alert the Leadership team of continued or regular absences. • Teachers will alert the leadership team through the 'Children of Concern' section of team meetings. • Parents are notified of absences and/or patterns of absences.

Students with up to 10 days absence (1-9 days)		
Practice	Person Responsible	Actions
• After 5 days absence for sickness, the family may be asked to supply a medical certificate.	Office Administrator	Confirm reason for absence - Record on etap under attendance
• For 5+ days absence due to travel, families need to provide an explanation in writing to the Leadership team and Office Administrator.	Leadership team	Reply to whanau confirming leave - Record on etap under attendance
Students with up to 15 days absence (10-14 days)		
• Contact parent to share concerns - phone call or in-person meeting	Leadership team	Record actions in etap under Guidance/Caregiver Meetings

● Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Leadership team	Record actions in etap under Guidance/Caregiver Meetings
● Use in-school resources as appropriate to remove barriers and request support	HPS Staff	Discuss needs at Senior leadership team meeting - Followup with support
● For 5+ days absence due to travel, families need to provide an explanation in writing to the Leadership team and Office Administrator.	Leadership team	Reply to whanau confirming leave - Record on etap under attendance
Students with 15 days or more absent		
● Contact parent to share concerns - phone call or in-person meeting	Leadership team	Record actions in etap under Guidance/Caregiver Meetings
● Have a meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Leadership team	Develop a plan to support the student with regular attendance
● Use in-school resources as appropriate to remove barriers and request support	HPS Staff	Discuss needs at Senior leadership team meeting - Followup with support
● Request support from Attendance Service or other agencies as needed	Leadership team + Office Administrator	Refer to Ministry of Education attendance services or other agencies
● Participate in multi-agency response	Leadership team	Support access to services and collaborating with specialists
● Maintain implementation and monitoring of support plan	Leadership team	Support the plan that is in place Continue monitoring Steps taken to reintegrate student
● For 5+ days absence due to travel, families need to provide an explanation in writing to the Leadership team and Office Administrator.	Leadership team	Reply to whanau confirming leave - Record on etap under attendance