

AROWHENUA MĀORI SCHOOL

Attendance Management Plan and supporting STAR procedures (KIRA)

Strategic Priorities

Regular school attendance is important for ākonga to achieve their educational potential. The current government target is that 80% of ākonga will be regularly attending by 2030.

Our kura currently has 67% regular attendance (17% over 90% and 50% over 80%). We would like to improve this to 75% overall for 2026.

Board responsibilities

The poari is responsible for taking all responsible steps to ensure that the Kura's ākonga attend when it is open for instruction.

The Poari will comply with the provisions in the legislation in relation to ākonga attendance by:

- Having a commitment to support ākonga return to regular attendance.
- Having processes and procedures in place to support a Stepped Attendance Response to ākonga absence that uses data-based thresholds to identify ākonga.
- Recording all absences and responding accordingly.
- Having an effective method in place for identifying and monitoring ākonga absence, including identifying patterns and barriers to ākonga attendance.
- Publishing this attendance management plan on the kura website.

Principal responsibilities

Procedures/supporting documentation

The principal is responsible for:

- Developing and implementing a stepped attendance response aligned with the thresholds to support ākonga attendance.
- Ensure that ākonga absence is investigated, responded to and actions taken are recorded and are aligned with the thresholds.
- Ensure all ākonga, whānau and staff understand the processes that support ākonga attendance.
- Report to the poari on any trends, barriers to attendance, and interventions being used to support ākonga attendance.

Attendance Management Procedure - Stepped Attendance Response KIRA (see attached)

Monitoring

The principal will maintain reporting of daily attendance data through SMS (School Management System).
The Poari will receive termly attendance reporting- including information provided by *Everyday Matters Report*.
Included in this reporting will be any emerging trends, barriers to attendance (e.g. Medical), and areas for concern for the Poari's consideration.

Legislative compliance/ Legislation

[Education and Training Act 2020](#)
[Education Attendance rules](#)
[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: November 2025

Next review: November 2026

Attendance Management Procedure - Stepped Attendance Response

We recognize the importance of regular attendance to help our ākonga achieve their educational potential.
Our attendance procedures ensure ākonga are accounted for during kura hours. This allows kura staff to identify and respond to student attendance concerns.
We have a stepped attendance response to ensure we can identify ākonga and offer appropriate interventions at the thresholds to support ākonga to return to regular attendance.
We have annual targets for ākonga attendance and work with ākonga, whānau, staff and external agencies where necessary to improve our levels of ākonga attendance.

Whānau responsibilities

- Ensure ākonga attend everyday they are able
- Reinforce good attendance habits
- Maintain open communication with kura
- Follow the Kura's attendance management plan and associated attendance policies and procedures

Kura responsibilities

Through our KIRA document

- Have clear communication to whānau and ākonga on attendance expectations on enrolment, at the start of each kura term.
- Communicate to whānau what steps the kura will take if the ākonga is absent from kura
- Monitor ākonga attendance
- Provide ākonga with regular updates on their attendance
- Report regularly to whānau on attendance of their mokopuna.

School Procedures

We have a very robust notification system for whānau to advise us when an ākonga might not be attending.

We have designated this responsibility to the Administrator Officer (overseen by Tumuaki). ALL (wherever possible) un-notified absences are contacted, either through phone, text or email (as prearranged).

We have found this supports consistency of recording data and supports relationship building between school and whānau.

We regularly remind whānau of the **process of notification**, which is by; written notes, in-person, phone calls, answering service, School Loop app. As well as the importance of notifying changes to contact details.

Anecdotal notes of absences are recorded and reviewed with Tumuaki if applicable.

A Whānau Information booklet has been created “Te Kīra” (2023 and reviewed 2025) -*see attached*, to support whānau to understand their legal requirements, implications and suggestions for healthy attendance. This has been shared at enrolment interviews, Whānau Hui T4 2023 & T1 2024, T1 2025, T1 2025.

Individual attendance is shared and discussed at all uiui ā-Whānau (parent conferences) 2X a year.

From T1 2026, whānau will receive regular individual attendance data via parent portal.

We provide an in-school counselling service if this is recognised (through whānau consultation) as in support of improving attendance.

We follow all Ministry of Education requirements for chronic absence once all other avenues have been exhausted.

We review data provided by **Everyday Counts**, look for trends and look for ways to improve attendance.

We use a **Ministry approved school management system (EDGE)** which ensures all attendance records are up to date, and data is automatically sent to the Ministry of Education as required.

We have a regularly updated series of relevant school policies through School Docs.

We regularly update and/or review our in-school procedures when required.

[Updated Blank STAR template.pdf](#)