

Coatesville School Attendance Management Plan

Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our children.

Attending school every day supports our children to build strong foundations for their learning and social development. Regular attendance **promotes achievement success** as children are able to consistently build on their learning.

Our **government has set a national target of 80% of students attending school at least 90% of the time.** This means that children should be absent for **no more than one day per fortnight (on average)** to ensure that they can have continued success at school. (MOE guidance 2026)

At Coatesville School our attendance target for 2026 is:

- **80% of students attending school at least 90% of the time (ie. 'Regular' attendance)**

Target for 'lateness':

- **100% of students arriving on-time to school regularly (ie. getting to school on-time over 90% of the time)**

Board responsibilities

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

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 to 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
- having processes in place for **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
- Ensuring that **student absence is investigated, responded to and the actions taken**, aligned with the thresholds
- Ensuring 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
- Providing a **termly attendance report to the Board** showing the analysis of data, trends and narratives

Procedures/supporting documentation

Attendance management Procedure - Stepped Attendance Response (STAR) - see below

Monitoring

The principal will monitor daily and weekly 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 (School Attendance) Regulations 2024

Review: December 2026

Next review: December 2027

Attendance Management Procedure - Stepped Attendance Response

What would success look like?

Success would look like an **increase of Regular/'Good' Attendance**, whereby more of our students are attending regularly.

The category where the most positive shift could be made is with the **'Worrying'/Irregular Attendance** (5-9 days absent per term) - reducing this category would have a positive impact on Regular/Good Attendance.

Success with **'lateness'** would look like an **increase in students achieving the 90% on-time arrival threshold**.

Parent/Whānau responsibilities

Whānau have legal obligations to ensure their children attend school (Education and Training Act, s244).

We expect whānau to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments or trips outside of school hours or during school holidays where possible
- Work with us (school) to manage attendance concerns

School responsibilities

Our School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with children and whānau and staff are responsible for reminding our community of these expectations.

School Procedures

Principal Responsibilities

The principal will appoint staff and delegate duties to manage the recording of an electronic student attendance register and the follow-up procedures for non-attending students.

Deputy Principals are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

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

Teacher Responsibilities

1. Roll is to be taken by the classroom teacher **at 9am** - and before 9.05am.
2. Any child who arrives **late to school (ie. not in class when the 9am bell rings)** is to report to the office to register that they are late on the Vistab system.

3. Should a child arrive in class after the roll has been taken, staff must ask if they have reported to the office. If they haven't, they **MUST** report to the office.
4. Afternoon roll must be taken **BEFORE** 1.55pm.
5. 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.
6. 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 Responsibilities

1. The Office Manager checks the HERO notifications, emails and takes phone calls of absences in the morning.
2. The Office Manager checks all classes' attendance on HERO from 9.05am.
3. Any children marked with a ? are then followed up by the Office Manager:
 - a. A phone call to caregivers of all children who are marked with an ?
 - b. When replies are received, the Office Manager updates the absence with the appropriate code.
 - c. If no reply is received, the child is marked as Truant.
4. The Office Manager will check the afternoon roll from 1.55pm.

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 our student management system.

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term	5 to 9 days absence in a term	10-14 days absence in a term	15 days or more absence in a term
Whānau	Whānau	Whānau	Whānau
<ul style="list-style-type: none"> • Ensure student attends every day they are able • Reinforce good attendance habits • Support other whānau to reinforce good attendance habits • Follow school attendance management plan and procedures 	<ul style="list-style-type: none"> • Return student to regular attendance • Contact school to discuss reasons for absence and impact on learning • Support student to catch up on missed learning • Engage in supports offered 	<ul style="list-style-type: none"> • Return student to regular attendance • Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan • Implement strategies at home 	<ul style="list-style-type: none"> • Return student to regular attendance • Engage in support plan • Participate in regular meetings
School	School	School	School
<ul style="list-style-type: none"> • Communicate with whānau about every absence • Maintain contact details of all parents • Report regularly to whānau on attendance of their child 	<ul style="list-style-type: none"> • Contact parents to discuss reasons for absence and impact on learning • Use in-school resources as appropriate to remove barriers 	<ul style="list-style-type: none"> • Contact parents to escalate concerns • Hold a meeting to analyse reasons for absence and to collaborate on a support plan • Develop and implement a support plan tailored to the reasons and circumstances 	<ul style="list-style-type: none"> • Contact parents to inform of escalated response • Request support from Attendance Service or other agencies as needed • Participate in multi-agency response

Lateness

Use the same thresholds above to initiate responses for student lateness.