

# Tua Marina School

# Attendance Management Plan



Tua Marina School  
*Te Kura o*  
*Tua Marino*

This Attendance Management Plan outlines Tua Marina School's approach to identifying, responding to, and reducing student absences. It aligns with the Ministry of Education's Stepped Attendance Response (STAR) and reflects our school's CALM values of Community, Active involvement, Learning, and Manaakitanga. The plan provides a practical, operational framework for all staff to follow to improve student attendance, well-being, and engagement.

## 1. Tua Marina School's Strategic Priorities and Goals

1. Improve regular attendance from 38% (Term 3, 2025) to 70% by the end of 2026.
2. Reduce chronic absence (15+ days per term) to below 10%.
3. Reduce unjustified absences to below 20%.
4. Strengthen whānau partnerships and remove barriers to attendance.
5. Use Hero to track, monitor, and respond to attendance patterns in real time.
6. Improving attendance supports engagement, wellbeing, and achievement for all tamariki.

## 2. Tua Marina School's Roles and Responsibilities

### The Tua Marina School Board will:

- ★ Take all reasonable steps to ensure students attend school when required.
- ★ Approve and publish this Attendance Management Plan on the school website.
- ★ Receive termly attendance reports including Hero data trends, patterns, and interventions.
- ★ Monitor school progress toward attendance targets and compliance with the STAR framework.
- ★ Review this plan at least every three years.
- ★ Actively minimise disruptions to the school day and week, e.g. use callback days, parent-teacher meetings held after school

### The Principal will:

- ★ Lead the implementation of this plan and ensure all staff understand their roles.
- ★ Investigate, respond to, and record actions taken for absences as per STAR thresholds.
- ★ Report attendance trends and interventions to the Board each term.
- ★ Oversee communication with parents, staff, and agencies regarding attendance concerns.
- ★ Acknowledge attendance improvements through newsletters and assemblies.
- ★ Lead referrals to Attendance Services as needed.

### The Senior Leadership Team will:

- ★ Oversee follow-up actions and review Hero entries fortnightly.
- ★ Support teachers and ensure interventions are actioned promptly.
- ★ Assist referrals to Attendance Services as needed.

### Team Leaders will:

- ★ Review weekly attendance summaries and discuss patterns during team meetings.
- ★ Support teachers with early interventions and whānau engagement.
- ★ Guide consistent application of the STAR process.

#### **Classroom Teachers or School Admin will:**

- ★ Record attendance twice daily in Hero (by 9:00 am and 1:45 pm).
- ★ Follow up on unexplained absences within 24 hours.
- ★ Engage with whānau and record all communications in Hero.
- ★ Promote attendance through classroom culture, communication, and positive recognition.

#### **Parents/Guardians/Whānau will:**

- ★ Ensure tamariki attend school daily unless sick or otherwise excused.
- ★ Reinforce positive attendance habits.
- ★ Maintain communication with the school regarding any absence.
- ★ Engage in school attendance processes and support when attendance issues arise.

## **3. Procedures and Supporting Documentation**

Supporting documents include:

- ★ Attendance policy in Schooldocs and the School website.
- ★ STAR Stepped Attendance Response (see below).
- ★ Communication templates for whānau contact.
- ★ Attendance service referral procedures.
- ★ Wellbeing and pastoral care processes for addressing barriers to attendance.
- ★ Every Day Matters data for trend monitoring and evaluation.

## **4. Monitoring and Reporting**

- ★ Classroom teachers record attendance twice daily in Hero (by 9:00 am and 1:45 pm).
- ★ Team Leaders review weekly attendance summaries and discuss patterns during team meetings.
- ★ The Senior Leadership Team oversees follow-up actions and checks Hero notes for interventions.
- ★ The Principal reports termly to the Board using Every Day Matters data.
- ★ Attendance data is analysed by year level, gender, and ethnicity to identify barriers.

## **5. Legislative Compliance**

This plan supports compliance with the following legislation:

- ★ Education and Training Act 2020
- ★ Education (Attendance) Regulations (pending)
- ★ Education Attendance Rules

## **6. Review Cycle**

Reviewed: December 2025

Next Review: Term 4 2028

This plan will be reviewed annually by the Senior Leadership Team for operational effectiveness and formally every three years by the Board.

## **7. Community and Agency Collaboration**

Tua Marina School works with Attendance Services, Public Health, Oranga Tamariki, and community providers to remove attendance barriers. We participate in Marlborough Attendance Hui and collaborate across the Marlborough Principals Association to share strategies and align supports for ākongā.

# 8. Attendance Management Procedure – Stepped Attendance Response (STAR)

Our STAR framework ensures consistent, timely responses to student absences. Actions are flexible and adapted to individual student needs. All actions and communications must be recorded in Hero under Attendance Interventions.

Regular Attendance	Irregular Absence	Moderate Absence	Chronic Absence	Non-enrolled
Attending school more than 90%	Attending school between 80 and 90%	Attending school between 70 and 80%	Attending school less than 70%	Not enrolled in a school
Celebrate attendance	School-based intervention		Attendance Service Referral	Attendance Service

## Step 1 – Regular Attendance (0–4 days absent per term)

Classroom Teacher	Team Leader	Senior Leadership Team	Principal
<ul style="list-style-type: none"> <li>★ <b>Monitor</b> attendance and celebrate good attendance in class</li> <li>★ <b>Reinforce</b> the value of attendance through classroom discussions and newsletters.</li> </ul>	<ul style="list-style-type: none"> <li>★ <b>Support</b> teachers if patterns begin to emerge.</li> </ul>	<ul style="list-style-type: none"> <li>★ <b>Celebrate</b> improvements in assemblies or newsletters.</li> </ul>	<ul style="list-style-type: none"> <li>★ <b>Recognise</b> high attendance rates and share successes with the community.</li> </ul>

## Step 2 – Worrying Attendance (5–9 days absent per term)

Classroom Teacher	Team Leader	Senior Leadership Team	Principal
<ul style="list-style-type: none"> <li>★ <b>Contact</b> parents via email, face to face or phone to discuss absence.</li> <li>★ Send the Attendance Letter in Hero. Edit to personalise and provide context. Push publish.</li> <li>★ If phone/face-to-face conversation after letter, <b>Record</b> action taken and response in Hero Attendance Management Plan&gt;Record Response Activity</li> <li>★ <b>Support</b> students to catch up on missed</li> </ul>	<ul style="list-style-type: none"> <li>★ <b>Support</b> the teacher with follow-up and discuss barriers.</li> </ul>	<ul style="list-style-type: none"> <li>★ <b>Review</b> Hero entries fortnightly and ensure interventions are in place, and provide feedback to teachers.</li> </ul>	<ul style="list-style-type: none"> <li>★ <b>Monitor</b> emerging trends and ensure consistency across classes.</li> </ul>

work.			
★ <b>Offer</b> in-school resources to help address barriers or possible out-of-school supports			

### Step 3 – Concerning Attendance (10–14 days absent per term)

Classroom Teacher	Team Leader	Senior Leadership Team	Principal
★ Maintain <b>open communication</b> with whānau.	★ Added to <b>team meeting attendance monitoring list</b>	<ul style="list-style-type: none"> <li>★ Send Escalated Attendance Letter in Hero. Edit to personalise and provide context. Push publish.</li> <li>★ <b>Face to face</b> meeting with parents and student to discuss attendance and barriers</li> <li>★ Develop and implement a <a href="#">short-term support plan</a></li> <li>★ All communications and actions recorded in Hero Attendance Management Plan&gt;Record Response Activity</li> </ul>	★ Be informed of ongoing patterns and support <b>systemic solutions</b> .

### Step 4 – Serious Concern (15+ days absent per term)

Classroom Teacher	Team Leader	Deputy Principal	Principal
★ Continue monitoring and supporting reintegration.	★ Assist with communication and record updates in Hero.	★ Escalate to <b>Attendance Service</b> and notify Principal.	<ul style="list-style-type: none"> <li>★ Send Formal Attendance Letter in Hero. Edit to personalise and provide context. Push publish.</li> <li>★ Lead <b>multi-agency</b> meeting with whānau,</li> <li>★ Develop <b>Intensive Attendance Plan</b></li> <li>★ <b>Review</b> termly outcomes.</li> <li>★ <b>Report</b> serious cases to the Board.</li> </ul>



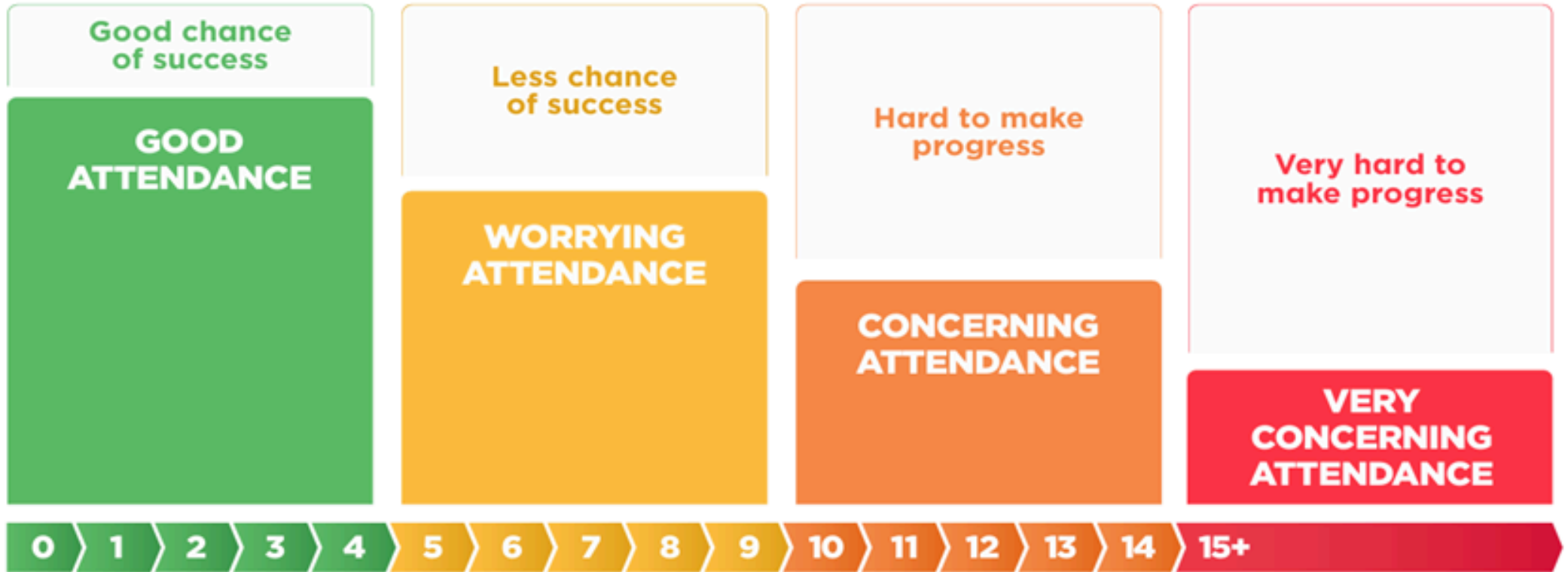
**Tua Marina School's Attendance Plan**

Student Name:		Date	Review Date:
Current Attendance Rate		My Goal attendance rate:	
Things <b>AT SCHOOL</b> that make it <b>harder</b> for me to attend:		Things <b>OUTSIDE SCHOOL</b> that make it <b>harder</b> for me to attend:	
Attendance is <b>IMPORTANT</b> to me because:		<b>WHO</b> I can talk to at school if I need support:	
What <b>I'LL</b> do:		By When?	
What my <b>WHĀNAU</b> will do:		By When?	
What my <b>SCHOOL</b> will do:		By When?	

# Attendance Management Plan



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If your child is regularly attending, you can expect:

We will stay in regular contact with you about your child's attendance.

We will follow up to find out the reason when they aren't at school.

If your child has some absences, you can expect:

Your Classroom Teacher will contact you and work with you to identify any barriers to attendance.

We may provide support to help them catch up and stay on track.

If your child has many absences, you can expect:

Our Deputy Principal will notify you and request an attendance support meeting.

We will work with you to develop a plan to support their attendance and learning.

If your child has a lot of absences, you can expect:

Our Principal will write to you requesting a meeting. We will work with you to develop an Intensive Attendance Plan

We will refer to the Attendance Service or other agencies to support their return to school.