Browns Bay School Attendance Monitoring Plan

Strategic Priorities

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

Our school currently has 73% regular attendance and a target of lifting regular attendance to 80% 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

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 actions taken are recorded and aligned with the thresholds
- ensuring all students, whanau and staff understand the processes and procedures that support student attendance
- reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance.

Procedures and Supporting Documentation

Monitoring

The principal will maintain reporting of daily 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 Attendance Management Plan regulations (yet to be passed)

Reviewed November 2025 - Next Review November 2028

Attendance Management Procedure- 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 an external agency, 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 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 the 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 in their class at the start of each half-day.

The administration team is responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow up on lateness and attendance, and other attendance issues.

The principal and senior leaders are responsible for monitoring student attendance, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Parents will be able to view their child's attendance on their child's profile on Hero.

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 SLT 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 senior leadership team meets weekly.. If you have any questions about our Stepped Attendance Response or procedures, please contact Teresa Burn

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance.

Day-to-day operations			
Activities	Practice	Who	Notes & Actions
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Principal SLT	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance are included in the enrolment forms. Work with parents and students, where appropriate.

Following up on absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents Follow up daily with parents on any unexplained absences	Administration team	Text-based reminder to be sent before 10 am for all unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	Confirm and publish term dates for the following year as early as possible.
Assess the history of new students	When enrolling, identify issues or trends in attendance history.	Teachers	Use our "Meet the Teacher" hui with whanau at the beginning of the year for parents
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Teresa Burn

Students with less than 5 days of absence per term

Between 0-4 days of 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 the SLT at their weekly meetings.

Activities	Practice	Who	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 unless pastoral care is a concern in which case the relevant DP or principal is notified.

Students with less than 10 days absence (5-9 days) without prior notice or for non-medical reasons

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 whānau.

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

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	Administration team / principal	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 family if barriers are identified that the school could assist with	Administration team / principal	Parents and students provided access to additional resources.

Students with less than 15 days absence without prior notice or for non-medical reasons

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 student record.

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parents. Email and/or call as required for escalation.	Principal	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 with parents.	Principal or delegate	Consider who is best to support the student and family.
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 and record the plan on Hero.	Principal or delegate	Take action quickly where expectations are not being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with SLT what further supports are available	Principal or delegate	

Students with greater than 15 days absence without prior notice or for non-medical reasons. Over 15 days of absence, investigate reasons for this absence and refer to the principal and/or pastoral team 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.			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	Principal or delegate	Consider using attendance services. This can be offered to parents as a form of support.
Hold a meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting with parents. Consider who will be in attendance.	Principal, delegate and other identified staff	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	Principal or delegate	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 where expectations aren't being met	Pastoral care team	Support plan in place Continue monitoring Steps taken to reintegrate student