



Adventure School

Attendance Management Plan

This Attendance Management Plan outlines Adventure School's approach to promoting, monitoring, and supporting student attendance. It aligns with the Ministry of Education's Stepped Attendance Response (STAR) framework and reflects our commitment to ensuring all ākonga are present, engaged, and thriving at school.

Effective from Term 1 2026
Reviewed Term 4 2026

Attendance Management Plan Overview

The Attendance Management Plan details how Adventure School promotes consistent student attendance. Guided by the **Education and Training Act 2020**, the plan utilises the Ministry of Education's **Stepped Attendance Response (STAR)** framework. This ensures that attendance concerns are identified early and managed through a collaborative, consistent process.

Strategic Priorities

Daily attendance is vital for the learning, social development, and wellbeing of our tamariki. To support student success, the government has set a national target of **80% of students attending school at least 90% of the time**.

To meet this goal, students should miss no more than one day of school per fortnight.

Board Responsibilities

Under Sections 35 and 36 of the Education and Training Act 2020, all children between 6-16 must be enrolled and attend school regularly unless exempt. Adventure School

The board and staff take all reasonable steps to ensure this occurs.

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 too and actions taken are 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.
- providing a termly attendance report to the School Board showing the analysis of data, trends and narratives

Attendance Management Procedures

The Government's target is that 80% or more of students attend school regularly by 2030. Regular attendance means attending 90% or more of the time (fewer than 5 days absence per term).

Current State

ATTENDANCE																
YEAR	Regular students with over 90% attendance				Irregular students with 81 - 90% attendance				Moderate students with 71 - 80% attendance				Chronic students with 70% or less attendance			
	Term 1	Term 2	Term 3	Term 4	Term 1	Term 2	Term 3	Term 4	Term 1	Term 2	Term 3	Term 4	Term 1	Term 2	Term 3	Term 4
2024	81%	48%	61%	75%	16%	36%	26%	16%	4%	11%	10%	6%	0%	5%	3%	3%
2025	79%	78%	56%	78%	17%	14%	32%	13%	3%	4%	10%	5%	1%	3%	3%	4%

Our Attendance Targets

- At least 80% of our tamariki attending 90% of the time
- Reduction in Irregular attendance

Procedures

Role	Responsibilities
Board	<ul style="list-style-type: none"> - Set strategic goals - Ensure legal compliance - Allocate resources - Monitor schoolwide trends.
Principal (Tumuaki)	<ul style="list-style-type: none"> - 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.
Principal / DPs	<ul style="list-style-type: none"> - Oversee processes - Lead STAR implementation - Liaise with agencies - Lead escalated cases
Office Staff - Office Assistant <i>(In the event of the Office Assistant being away, the Office Administrator or Business Manager will carry out this task)</i>	Overview <ul style="list-style-type: none"> - Record, monitor, and follow up daily attendance - Maintain records - Follow-up absences with whānau

Role	Responsibilities
Office Staff - Office Assistant cont.	Daily Procedures <ol style="list-style-type: none"> 1. Check absence/lateness communications in the morning 2. Check all classes' attendance on HERO from 9.05am. 3. Follow up children marked with a ? are then followed up- <ol style="list-style-type: none"> a) text sent out for all children who are marked with an ? b) replies received are updated on HERO with the appropriate code. c) If no reply is received, a follow-up phone call is made to parent/ caregiver d) If there is no response from a caregiver before the afternoon roll, the child is marked as Truant for the day 4. Check the afternoon roll on HERO from 1.55pm.
Teachers (Kaiako)	* Mark Rolls Accurately <ol style="list-style-type: none"> 1. Roll to be taken by the teachers BEFORE 9.05am. (Relievers send paper rolls to the office.) 2. Children who arrive late to school go to the office to sign in on the Vistab. 3. Check with children who arrive after you've taken the roll that they have signed in at the office. Send them back if they haven't. 4. Take the afternoon roll roll before 2pm. 5. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, add a note to their attendance on HERO to inform the Office. <p>-----</p> * Monitor Attendance and Lateness <ol style="list-style-type: none"> 1. Notice and escalate concerns to Team Leader (refer to table below) 2. Record on Attendance Concerns doc 3. Communicate with whānau as appropriate 4. All actions taken to respond to absences will be recorded in the student management system. <p>-----</p> * Record attendance and lateness % on student reports.
Team Leaders	Team leaders monitor syndicate attendance and support communication with parents regarding concerns. <p>Monitoring student attendance across the syndicate</p> <ul style="list-style-type: none"> - Check-in with your teachers around attendance issues during team meetings - Support communication to parents
Parents/ Caregivers	<ul style="list-style-type: none"> - Make sure your child comes to school regularly - Notify absences & lateness as soon as possible via HERO - Wherever possible, arrange appointments and family holidays during school breaks or after hours. <p><i>(Note: The Ministry of Education does not consider holidays in term time as justified absence.)</i></p> <ul style="list-style-type: none"> - Work with the school to manage attendance concerns

Adventure School Stepped Attendance Response

Below is our stepped attendance response for responding to individual student absence.
Actions taken can be considered at any threshold and tailored to the reasons for absence.

Good Attendance		Worrying Attendance		Concerning Attendance		Very Concerning Attendance	
Less than 5 days absence in a term		Up to 10 days Absence in a term		Up to 15 days absence in a term		15 days or more absence in a term	
Whānau	Kura	Whānau	Kura	Whānau	Kura	Whānau	Kura
Ensure student attends every day they are able	Communicate with whānau about absences	Return student to regular attendance	Contact parents to discuss reasons for absence and impact on learning	Return student to regular attendance	Contact parents to escalate concerns	Return student to regular attendance	Contact parents to inform of escalated response
Reinforce good attendance habits	Maintain contact details of all parents	Contact school to discuss reasons for absence and impact on learning	Support student to catch up missed learning where required	Meet with school to talk about reasons for absence and to work together on a support plan	Meet with whānau to talk about the absence and to work together on a support plan	Engage in support plan	Request support from Attendance Service or other agencies as needed
Support other whānau to reinforce good attendance habits	Provide students with regular updates on their own attendance	Support student to catch up on missed learning	Use in-school resources as appropriate to remove barriers	Implement strategies at home	Develop and implement a support plan tailored to the reasons and circumstances	Participate in regular meetings	Participate in multi-agency response
Follow school attendance management plan and procedures	Report regularly to whānau on attendance	Engage in supports offered					Maintain implementation