



Bairds Mainfreight Primary School

Attendance Management Plan and supporting STAR Procedures

Strategic Priorities

Regular school attendance is fundamental to every student reaching their full educational potential. Consistent presence in the classroom ensures that students stay engaged, build strong social connections, and achieve academic success.

Understanding "Regular Attendance"

In line with Ministry guidelines, **Regular Attendance** is defined as a student attending school for **more than 90% of the time**.

Government and School Targets

We have set ambitious goals to ensure our tamariki are positioned for success:

- **National Benchmark:** The government's target is for **80% of students** to meet the criteria for regular attendance (90%+ seat time) by 2030.
- **Current Status:** Currently, **48.14%** of our students meet the regular attendance threshold.
- **Our 2026 Vision:** We have set an aspirational goal for **80% of our tamariki** to achieve regular attendance.

Board responsibilities

The Board is responsible for taking all reasonable steps to ensure students attend school whenever it is open for instruction. In compliance with current legislation, the Board ensures the school maintains robust systems to monitor, support, and encourage student presence.

Our Strategic Actions

To fulfill these legislative requirements, the Board and School Leadership will:

- **Commit to Re-engagement:** Maintain a dedicated commitment to supporting students as they return to regular attendance.
- **Implement a Stepped Response:** Utilise a **Stepped Attendance Response (STAR)** framework, using data-based thresholds to identify and support students at risk.



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- **Maintain Rigorous Records:** Ensure all absences are accurately recorded and followed by an appropriate, timely response.
- **Monitor Patterns & Barriers:** Employ effective methods for identifying attendance trends and uncovering specific barriers that prevent students from attending.
- **Ensure Transparency:** Publish and regularly update the Attendance Management Plan on the school website for the community.

Tumuaki responsibilities

The Tumuaki is responsible for:

- **Developing and implementing** a stepped attendance response aligned with established thresholds to support student attendance.
- **Ensuring** that student absence is investigated and responded to, and that all actions taken are recorded in alignment with the thresholds.
- **Ensuring** all students, whānau, and staff understand the processes and procedures that support student attendance.
- **Reporting** to the Board on attendance trends, barriers to attendance, and the interventions being used to support student attendance.

Monitoring

The tumuaki 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.

Reviewed: October 2025

Next review: October 2026



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Attendance Management Procedure-Stepped Attendance Response

Parent/Whānau responsibilities:

Parents and **caregivers** have legal obligations to ensure their tamariki attend school. To support our students' success, BMPS expects whānau to:

- **Prioritise Attendance:** Ensure tamariki attend school every day they are well.
- **Ensure Punctuality:** Make sure tamariki arrive at school on time every day.
- **Communicate Absences:** Notify the school via phone, text, or email if your child is going to be absent.
- **Respond Promptly:** Contact the school immediately if you receive a text message or phone call regarding an unexplained absence.
- **Stay Informed:** Keep up to date with term dates, school trips, and scheduled closures (such as teacher-only days). This information is shared via **HERO**, our school website, and our Facebook page.
- **Schedule Smartly:** Aim to arrange appointments and extracurricular activities outside of school hours whenever possible.
- **Maintain Open Dialogue:** Keep communication lines open between home and school to address any concerns impacting your child's learning or well-being.
- **Engage with BMPS:** Be supportive of school initiatives and join in school activities whenever possible to celebrate your child's learning.

BMPS Responsibilities

Attendance Monitoring & Communication

To ensure transparency and support student success, BMPS will:

- **Set Clear Expectations:** Provide parents, caregivers, and students with clear communication regarding attendance expectations at the time of enrolment, at the start of each year, and at the beginning of every term.
- **Outline Response Procedures:** Clearly communicate to parents and caregivers the specific steps the school will take if a student is absent.
- **Monitor Attendance:** Maintain rigorous, ongoing monitoring of student attendance data.
- **Update Students:** Provide students with regular updates on their own attendance status to encourage ownership and goal setting.



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- **Report to Whānau:** Provide parents and caregivers with regular, formal reports on their child's attendance.

BMPS Attendance Procedures

Attendance Communication & Recording

- **Expectations:** Provide clear communication to parents and caregivers regarding attendance expectations during enrolment, at the start of the school year, and each term.
- **Procedures:** Communicate the steps the school will take in the event of an absence and promote good attendance habits to tamariki and parents.
- **Recording:** Attendance is recorded twice daily (morning and afternoon) via HERO, following Ministry of Education guidelines.
- **Half-Day Increments:** Attendance is measured in half-days. A student is marked absent for a half-day if they arrive after 10:00 am or leave before 1:30 pm.
- **Documentation:** All absence-related communication is recorded on HERO, with paper copies maintained by the Attendance Officer.

Absence Response & Follow-up

- **Notification:** Parents and caregivers must advise the school of an absence in person, by telephone, or via email.
- **Medical Evidence:** If tamariki are unwell, a medical certificate is requested to cover the dates of absence.
- **Daily Follow-up:** If the school is not advised of an absence, a text message is sent by 9:30 am. If there is no response, a phone call will follow, and finally an email.
- **Referral Thresholds:** Tamariki are referred to Attendance Services or appropriate agencies if they:
 - Are absent for three consecutive days without notice.
 - Show a repeated pattern of absence on Mondays and Fridays.
 - Exhibit a general pattern of irregular attendance.

Monitoring & Oversight

- **Weekly Reviews:** The Tumuaki reviews the attendance of all tamariki each week. The Tumuaki, Deputy Principal, or Assistant Principal will contact parents as appropriate.
- **Case Management:** Each week, the Deputy Principal, Attendance Officer, and Attendance Services meet to discuss open cases and new referrals.



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Procedures/supporting documentation

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

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)



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Stepped attendance response - STAR

Our Stepped Attendance Response (STAR) outlines the actions we will take when tamariki reach certain absence thresholds. The response is tailored to the reasons for the absence, ensuring appropriate support is provided for tamariki and their whānau. In some cases, prosecution may be considered if support is offered but not accepted.

Day-to-day operations			
Activities	Practice	Notes & Actions	Person Responsible
Communicate with parents	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents</p> <p>Whānau sign the BMPS Attendance Initiative when</p>	<p>Attendance data is shared in panui.</p> <p>Expectations and guidance for parents are published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address attendance are included in enrolment forms.</p> <p>Work with parents and students, where appropriate.</p>	<p>Tumuaki</p> <p>Deputy Principal</p> <p>Assistant Principal</p> <p>BMPS board</p> <p>Kaiako</p>



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	enrolling and this is explained.		
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	Text-based reminder to be sent from 9:30am for all unexplained absences.	Attendance Officer
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning		Tumuaki Deputy Principal Assistant Principal
Assess the attendance history of new students	When enrolling students, identify issues or trends in attendance history.	Communicate at enrolment if attendance was a concern at the prior school	Tumuaki Deputy Principal Assistant Principal



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<p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, consider referral to Attendance Services</p>	<p>Seek more support as needed</p>	<p>Staff are encouraged to escalate concerns</p>	<p>Tumuaki</p> <p>Deputy Principal</p> <p>Assistant Principal</p> <p>Attendance Officer</p> <p>Kaiako</p>
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Students with less than 5 days of absence

Activities	Practice	Notes & Actions	Person Responsible
<ul style="list-style-type: none"> • Monitor attendance 	<p>Identify all student absences</p>	<p>Follow-up all absences to confirm the reason for absence.</p> <p>No action taken</p>	<p>Attendance officer</p>
<ul style="list-style-type: none"> • Communicate with parents about each absence 	<p>Texts are sent at 9:30, followed by a phone call and then an email</p>	<p>Monitor. If possible, try other ways to communicate</p>	<p>Attendance officer</p>
<ul style="list-style-type: none"> • Maintain contact details of whānau 	<p>Contact details are checked at enrolment</p> <p>Contact details are checked with each whānau at parent/ kaiako catch-ups</p>		<p>Tumuaki</p> <p>Deputy Principal</p> <p>Assistant Principal</p> <p>Office manager</p> <p>Kaiako</p>



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<ul style="list-style-type: none"> • Provide tamariki with regular updates on their own attendance 	Share attendance data in class Provide regular reporting via online portals and classroom discussions	Sharing weekly class averages with kaiako and tamariki	Kaiako Tumuaki Deputy Principal Assistant Principal
<ul style="list-style-type: none"> • Report regularly to whānau on the attendance of their tamariki 	Share attendance weekly and termly in newsletters and social media		Tumuaki Deputy Principal Assistant Principal Kaiako
<ul style="list-style-type: none"> • Support tamariki to get to school 	Phone call	Communicate with whānau about any possible barriers to attendance and where possible, assist	Tumuaki Deputy Principal Assistant Principal

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 leadership team.

Students with less than 10 days of absence (5-9 days)

Activities	Practice	Notes & Actions	Person Responsible
<ul style="list-style-type: none"> • Contact whānau to discuss reasons for absence 	After 5 days, send an email to the parent (use template). Phone contact to be used if this is not the first	Record actions taken in HERO If there is no action taken due to individual circumstances, record this in HERO.	Tumuaki Deputy Principal Assistant Principal



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	time the student has met the threshold		
• Use in-school resources as appropriate, to remove barriers	If appropriate, engage with SWiS		Tumuaki Deputy Principal Assistant Principal
• Tumuaki sends an email to whānau sharing attendance data and informing them of the next steps. This is sent to whānau whom we are unable to contact via phone	Record on HERO that the email has been sent to whānau		Tumuaki

Between 5-9 days of 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 who have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both the student and whānau.

If there is no action taken due to individual circumstances, record this against the student record.

Students with less than 15 days of absence

Activities	Practice	Notes & Actions	Person Responsible
Tumuaki sends a formal notification to whānau, sharing attendance data and informing them of the next steps (20-day rule)	Further contact with the parent Email and/or phone call as required for escalation.	Record actions taken in HERO If there is no action taken due to individual circumstances, record this against the student record.	Tumuaki



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Hold a hui to discuss reasons for absence and to collaborate on a support plan	Arrange a meeting including parents and the student.	Consider who is needed at this meeting.	Tumuaki Deputy Principal Assistant Principal
Develop and implement an improvement plan tailored to the reasons and circumstances around tamariki absence	Where possible, the plan is written with whānau	Take action quickly where expectations aren't being met	Tumuaki Deputy Principal Assistant Principal
Use in-school resources as appropriate to remove barriers and request support from the Ministry or other agencies, as needed	Where appropriate engage with external providers to work with whānau/ tamariki		Tumuaki Deputy Principal Assistant Principal SWiS Ministry of Education
<p>Between 10-14 days of 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.</p> <p>If there is no action taken due to individual circumstance- record this against the student record.</p>			
Students with greater than 15 days of absence			
Activities	Practice	Notes & Actions	Person Responsible
Tumuaki sends a formal notification to whānau sharing attendance data and informing them of the next steps (20-day rule)	Further escalating email (use template)		Tumuaki



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For whānau who engage:			
Participate in multi-agency response	Arrange promptly for a hui, including parents and the student.	Consider who should attend the hui Plan to return the student to regular attendance	Tumuaki Deputy Principal Assistant Principal
Develop and implement an improvement plan tailored to the reasons and circumstances around tamariki absence	Where possible, the plan is written with whānau	Take action quickly where expectations aren't being met	Tumuaki Deputy Principal Assistant Principal
Use in-school resources as appropriate to remove barriers and request support from the Ministry or other agencies, as needed	Where appropriate engage with external providers to work with whānau/ tamariki		Tumuaki Deputy Principal Assistant Principal SWiS Ministry of Education
For whānau who do not engage:			
Unenrol tamariki who will not be returning to school (after 20 days of unexplained absence)	Complete Non-enrolment form	Inform Attendance Services that the student has been unenrolled	Office Manager Tumuaki Deputy Principal Assistant Principal
Undertake school-led or request Ministry-led prosecution, when considered appropriate, if	Refer to the Ministry of Education attendance services or other agencies	Before referral, check all previous actions, like support plans, are in place. Resources and supports will continue	Tumuaki Board



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support is offered and not accepted	Support access to services and collaborate with specialists	to be provided as appropriate Reintegration plan in place to return the student to regular attendance	
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**For over 15 days of absence: investigate the reasons for this absence. Record all actions taken to address non-attendance.
If there is no action taken due to individual circumstances, record this against the student record.**