



Attendance Management Plan

2026

St Thomas's School 2026 Target

90% regular attendance. Regular attendance is defined as 90% or higher attendance rate.

Stepped Attendance Response – STAR



Responding to all absence

The Government's target is for **80% of students to attend regularly**, that is to attend school more than 90% of the time



Day to Day Attendance Management

School Responsibility	Practical Application	Person(s) Responsible	Parent Responsibilities
Set attendance targets and regularly review attendance data	<ul style="list-style-type: none"> Set attendance targets in line with MoE advised government targets Review 'Every Day Matters' Termly Attendance Reports to track achievement of attendance targets Student termly attendance data to be included in online reporting to parents 	<ul style="list-style-type: none"> Senior Leadership Team (Principal and Deputy Principals) 	<ul style="list-style-type: none"> Ensure student attends every day they are able Reinforce good attendance habits Support other parents to reinforce good attendance habits Open communication with school Follow school attendance management plan and associated policies and processes
Communicate clearly with parents about expectations, procedures and follow-up steps the school will take when a student is absent	<ul style="list-style-type: none"> Circulate information about attendance targets, attendance management plan and stepped attendance response (STAR) plan to the community; upon enrolment, at the start of each school year and the start of each school term Use enrolment mornings, school newsletters, website and HERO app posts to share expectations and provide guidance to parents 	<ul style="list-style-type: none"> Senior Leadership Team (Principal and Deputy Principals) 	
Act early in following up absences to support students to stay engaged	<ul style="list-style-type: none"> Subscribe to, and act upon, automated Attendance Threshold Updates from HERO 	<ul style="list-style-type: none"> Deputy Principals 	
Assess attendance history of new students and share attendance history when students move between schools	<ul style="list-style-type: none"> Review ENROLL attendance information for all new students from other schools and contact previous school to discuss concerns where relevant Record attendance concerns within ENROLL for all current students 	<ul style="list-style-type: none"> Office Admin Team and Deputy Principals 	
School Board and Senior Leadership Team to actively minimise disruption to school days and prioritise school hours for learning activities	<ul style="list-style-type: none"> Set MoE required Teacher Only Days on dates that minimize additional absence (e.g. before or after a long weekend) Minimise any additional Teacher Only Days or days of unnecessary school closure Use start of year 'Meet the Teacher' and Student Led Learning Conferences to emphasise the importance of attendance 	<ul style="list-style-type: none"> School Board Senior Leadership Team 	
Support students to continue learning if unable to attend school every day, including using MoE approved well-being or transitional plans, or health schools where appropriate	<ul style="list-style-type: none"> Provide access to Google Classroom or alternative activities for students with diagnosed chronic illness or justified absence Support student application to Health School and while they attend the school. 	<ul style="list-style-type: none"> Classroom Teacher Deputy Principals 	

Good Attendance

Students with less than 5 days absence in a term

School Responsibility	Practical Application	Person(s) Responsible	Parent Responsibilities
Communicate with parents about every absence	<ul style="list-style-type: none"> Text message sent to parents of all students who are absent without an explanation 	<ul style="list-style-type: none"> Office Admin Team 	<ul style="list-style-type: none"> Contact school when student absent to explain reason Open communication with school Reinforce good attendance habits Update school with new contact details if changed
Maintain contact details of parents	<ul style="list-style-type: none"> Ensure SMS database contact details are up to date 	<ul style="list-style-type: none"> Office Admin Team 	
Report regularly to parents on attendance of their child	<ul style="list-style-type: none"> Student termly attendance data to be included in online reporting to parents 	<ul style="list-style-type: none"> Automated through SMS 	
Use the Mitey Programme and school values to promote a good social and learning environment	<ul style="list-style-type: none"> Students engage with Mitey Programme for enhanced wellbeing and sense of belonging to school community 	<ul style="list-style-type: none"> Classroom Teachers 	

Worrying Attendance

Students with up to 10 days absence in a term

School Responsibility	Practical Application	Person(s) Responsible	Parent Responsibilities
Identify these students and discuss in Year Level Team Meetings	<ul style="list-style-type: none"> Subscribe to, and act upon, automated Attendance Threshold Updates from HERO 	<ul style="list-style-type: none"> Automated through SMS 	<ul style="list-style-type: none"> Contact school when student absent to explain reason and discuss impact on learning Return student to regular attendance Support student to catch up on missed learning where required Engage in supports offered
Contact parents to discuss reasons for absence and impact on learning	<ul style="list-style-type: none"> Identify these students and discuss reasons for absence in weekly Year Level Team Meeting recording Response Activity within HERO Initiate contact with parents where appropriate and record Response Activity within HERO 	<ul style="list-style-type: none"> Classroom Teacher Year Level Leader 	
Support students with justified absences to catch up on missed learning where required (NB: not for students taken on holiday during term time)	<ul style="list-style-type: none"> Identify key missed learning activities and provide opportunities to help students to catch up (e.g. buddy up with another student, use Google Classroom to share learning activities, communicate with student and whanau about what has been missed, provide missed worksheets/activities for completion at home) 	<ul style="list-style-type: none"> Classroom Teacher 	
Use in-school resources as appropriate to remove barriers e.g. counsellor, provide second hand uniform, Mitey Programme, financial assistance	<ul style="list-style-type: none"> Make parents and students aware of the additional resources available and support them with access to resources Retain 'hardship fun' provided by Board to subsidise activity costs where appropriate 	<ul style="list-style-type: none"> Office Admin Team Deputy Principals 	

Concerning Attendance

Students with up to 15 days absence in a term

School Responsibility	Practical Application	Person(s) Responsible	Parent Responsibilities
Contact parents to escalate concerns	<ul style="list-style-type: none"> Use templates and resources provided by the Ministry of Education to communicate with parents Record Response Activity within HERO 	<ul style="list-style-type: none"> Deputy Principals 	<ul style="list-style-type: none"> Return student to regular attendance Participate in meeting with school to analyse reasons for absence and to collaborate on a support plan Implement strategies at home to support attendance Engage in supports offered
Hold meeting to analyse reasons for absence and to collaborate on a support plan	<ul style="list-style-type: none"> Arrange an onsite meeting with whānau (where appropriate) to identify, and remove, barriers to attendance Seek whānau input into a support plan for the student 	<ul style="list-style-type: none"> Deputy Principals 	
Develop and implement a support plan tailored to the reasons and circumstances around the student's absence	<ul style="list-style-type: none"> Create a student support plan that clearly outlines the expectations for attendance and the supports available Share Support Plan with whānau and the Classroom Teacher 	<ul style="list-style-type: none"> Deputy Principals 	
Use in-school resources as appropriate to remove barriers and request support from other agencies as needed	<ul style="list-style-type: none"> Engage the Ministry of Education attendance services (ATWC) for assistance and to find out about options for support Support families facing hardship with uniform, food, learning resources and trips/activities payment plans where appropriate Work with whānau, students, teachers and outside agencies to implement strategies and access further resources 	<ul style="list-style-type: none"> Deputy Principals 	

Serious Concern

Students with 15 days or more absence in a term

School Responsibility	Practical Application	Person(s) Responsible	Parent Responsibilities
Contact parents to inform of escalated response	<ul style="list-style-type: none"> Use templates and resources provided by the Ministry of Education to communicate with parents request an onsite meeting Record Response Activity within HERO 	<ul style="list-style-type: none"> Deputy Principals 	<ul style="list-style-type: none"> Return student to regular attendance Engage in support plan and supports offered Participate in regular meetings with school
Request support from Attendance Services (ATWC) or other agencies as needed	<ul style="list-style-type: none"> Contact ATWC with details of student, reasons for absence and actions taken to date Work with ATWC to support whānau where possible 	<ul style="list-style-type: none"> Deputy Principals 	
Participate in multi-agency response	<ul style="list-style-type: none"> Refer to Ministry of Education and other relevant agencies Support access to specialist services where possible 	<ul style="list-style-type: none"> Deputy Principals 	
Maintain implementation and monitoring of support plan	<ul style="list-style-type: none"> Continue using the Student Support Plan to emphasise the expectations for attendance and the supports available 	<ul style="list-style-type: none"> Deputy Principals 	
Undertake school-led prosecution, or request Ministry of Education-led prosecution, when considered appropriate if supports are offered and not taken up	<ul style="list-style-type: none"> Engage with the Ministry of Education to initiate prosecution process Provide information as required by Ministry of Education to enable the prosecution process 	<ul style="list-style-type: none"> Principal 	
Unenroll if student will not be returning to school	<ul style="list-style-type: none"> Update ENROL as soon as school is made aware that a student will not be returning Complete a non-enrolled notification if necessary Share information with other agencies 	<ul style="list-style-type: none"> Principal 	