

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government 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 85% by the end of 2026.

School 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.

Headmaster/Executive responsibilities

The Headmaster/Executive is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded to and actions taken are recorded and align with the thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance
- report to the board on any trends, barriers to attendance and interventions being used to support student attendance.

Procedures/supporting documentation

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

Monitoring

- The Headmaster/Executive will maintain reporting of daily attendance data.
- The board will receive termly attendance reporting- including information provided by the Everyday 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

- We recognise the importance of regular attendance to help our students achieve their educational potential.
- Our attendance procedures ensure students are accounted for during school hours. This allows school staff to identify and respond to student attendance concerns.
- We have a stepped attendance response to ensure we can 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 external agencies, where necessary to improve our levels of student attendance.
- We have identified that the major trends impacting the number of our students achieving regular attendance (90%+) are:
 - Overseas travel during term time, including international students travelling to and from their home country
 - Extra-curricular, and external activity involvement not organised by the school
 - Medical/Specialist appointments out of region

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
- avoid holidays during term time
- manage their child's extra-curricular involvement to ensure their time in class is prioritized.

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 attendance of their child.

School Procedures

- The Headmaster will appoint staff and delegate duties, to manage the recording of electronic student attendance register and the follow up procedures for non- attending students (Receptionist, Housemasters and their residential teams, Heads of Year, the health centre, and the DHM)
- Non-teaching staff with duties associated with our attendance system will support staff to maintain accurate up-to-date attendance information. Specifically, our receptionist who will provide daily attendance reports to Housemasters.
- Classroom teachers are responsible for recording student attendance to their class each period in the first 15 minutes of each lesson.
- Classroom teachers, Housemasters and their residential teams, and Heads of Year are responsible for maintaining accurate and up-to -date records within KAMAR and supporting the attendance systems.
- Housemasters and Heads of Year are responsible for monitoring student attendance for their respective cohorts, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.
- Parents will receive student attendance data daily via the KAMAR portal, and through weekly automated reporting (managed by our Academic Assistant – Shannon Richmond).
- Outside agencies will be used as appropriate to support attendance.
- Students will be identified at the STAR 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 House, Pastoral, and Executive teams termly to review outcomes and effectiveness of these interventions.
- Attached is the Stepped Attendance Response Activities for Whanganui Collegiate School. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in KAMAR. The Heads of Year and the Housemasters meet weekly on a Monday, and attendance will be discussed.
- If you have any questions about our Stepped Attendance Response or procedures, please contact Deputy Headmaster, Mrs Tash Bullock (tash.bullock@collegiate.school.nz).

Baseline Data informing our Attendance Management Plan

Term 4 FINAL Attendance data 2025 (2024) (from Everyday Matters)

Regular/Good Attendance	Worrying/Irregular Attendance
72% (63%)	21% (23%)
	Concerning/Moderate Attendance
	5% (10%)
	Very Concerning/Chronic Attendance
	3% (4%)

School Stepped Attendance Response Activities

Activities	Practice	Responsible Person	Notes & Actions
Communication with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment information, weekly automated reporting, SchoolBox, Tutor Groups, Hauora, KAMAR and the Headmaster's Newsletter to communicate expectations and provide guidance to parents	<ul style="list-style-type: none"> - Headmaster - Deputy Headmaster - Housemasters - Heads of Year 	<p>Termly attendance features including updates on data in newsletters.</p> <p>Expectations and guidance for parents published on SchoolBox</p> <p>Expectations for student attendance and steps that will be taken to address attendance included in enrolment information.</p> <p>Work with parents and students, where appropriate.</p> <p>Email and phone call reminders to be sent from 10-11am for all unexplained absences for that day.</p>
Following up absences daily	Use KAMAR to quickly identify all student absences and communicate these to parents Follow-up daily with parents about any unexplained absences KAMAR reports sent to teachers each period for missing data KAMAR reports sent to Housemasters twice daily.	<ul style="list-style-type: none"> - Classroom teacher - Admin staff - House staff 	<p>Text based reminder to be sent from 10-11am for all unexplained absences for that day.</p> <p>Twice daily KAMAR attendance data updates sent to Housemasters</p>
Minimise disruptions to the school day and week, whilst maintaining value for a holistic education	School boards and school leadership prioritise school hours to be for learning. Detailed planning and consideration when setting the calendar.	<ul style="list-style-type: none"> - Executive - Senior Master - Operations 	
Assess history of new students and pro-actively plan for potential issues	When enrolling, identify issues or trends in attendance history.	<ul style="list-style-type: none"> - Executive - Head of Admissions - Housemasters - Heads of Year 	Use our parent information meetings to be explicit with families regarding attendance
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	<ul style="list-style-type: none"> - All staff as appropriate. 	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Mr David Courneane

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. We will contact parents asap and arrange a meeting as soon as possible. The Heads of Year and Housemasters meet every Monday lunch time.

For all attendance queries and for any attendance data related questions please contact Deputy Headmaster – Tash Bullock.

GOOD ATTENDANCE Good chance of success 0-4 days absent	WORRYING ATTENDANCE Less chance of success 5-9 days absent	CONCERNING ATTENDANCE Hard to make progress 10-15 days absent	VERY CONCERNING ATTENDANCE Very hard to make progress 15+ days absent
If your child is regularly attending, you can expect:	If your child has some absences, you can expect:	If your child has many absences, you can expect:	If your child has a lot of absences, 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.	We will work with you to identify any barriers to attendance. We may provide support to help them catch up and stay on track.	We will work with you to develop a plan to support their attendance and learning. We may seek support from the Attendance Service or other agencies to remove barriers to attendance.	We will continue to work with you to implement the plan to support their attendance and learning. We will seek support of the Attendance Service or other agencies to support their return to school.

GOOD ATTENDANCE- Students with less than 5 days absence in a term

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Identify all student absences	Teaching and Administration teams	Follow-up all absences to confirm reason for absence
Maintain contact details and ensure they are accurate and up to date	Communicate this to parents	House and Administration teams	Parents asked to check details annually
Provide students with regular updates on their own attendance via KAMAR portal and automated reporting	House, Hauora, Head of Year and tutor time discussions	House staff, Heads of Year and Tutor and Hauora staff	Updates constantly available to students and parents through KAMAR portal and automated reporting
Report regularly to parents on attendance of their child	Providing weekly notes on attendance to parents via KAMAR portal and automated reporting	Academic Assistant and DHM	Updates sent to students and parents through weekly notes

Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence

WORRYING ATTENDANCE- Students with 5-9 days absence in a term

Activities	Practice	Responsible Person	Notes & Actions
Contact parents by email to find reasons for absence and the impact this is having on learning	After 5 days of absence send email to parent (templates to be made available in KAMAR).	Housemasters Heads of Year	Record actions taken in KAMAR.
	Phone contact to be used if this is not the first time student has met the threshold	Any concerns of next steps discuss options with Heads of Year.	If there is no action taken due to individual circumstance-record this against student record in KAMAR.
			Follow-up to be within 2 school days of meeting the threshold.
Support students to catch up with missed learning where required	Identify missed learning objectives and consider notes or activities to bring student back up to speed	Classroom Teachers and Heads of Year	Discuss with student in class. Follow up the responsibility of the student in the first instance (Resilient and Self-Managing)
			Monitor internal assessments missed. (Year 11-13). Coordinate adjustments to due work if absence was justified.
Use in-school resources as appropriate to remove barriers e.g. counsellor, Matron House Staff or Head of Year	Contact pastoral care team if barriers identified that the school could assist with	Heads of Year, Housemasters Guidance Counsellor	Parents and student provided access to additional resources.

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 family.

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

CONCERNING ATTENDANCE- Students with 10-14 days absence in a term

Activities	Practice	Responsible Person	Notes & Actions
Head of Year to contact parent to escalate concerns	Further contact with parent	- Head of Year	Record actions taken in KAMAR.
	Email and/or phone call as required for escalation.		
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents/caregiver and student.	- Head of Year - Senior Master Pastoral Care and/or - DHM	Consider who is needed at this meeting.
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, especially the student.	- Head of Year - Senior Master Pastoral Care and/or - DHM	Act quickly where expectations are not being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available	- Head of Year - Senior Master Pastoral Care and/or - DHM	

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.

VERY CONCERNING ATTENDANCE- Students with greater than 15 days absence in a term

Activities	Practice	Responsible Person	Notes & Actions
Senior Master Pastoral Care and/or DHM to contact parents to escalate concerns	Further escalating email if necessary, with a phone call follow up	- Senior Master Pastoral Care and/or - DHM	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	- Senior Master Pastoral Care and/or - DHM	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed	Refer to Ministry of Education attendance services or other agencies	- Senior Master Pastoral Care and/or - DHM	Before referral check all previous actions like support plan are in place.
Participate in multi-agency response	Support access to services and collaborating with specialists		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 act quickly where expectations aren't being met	- Senior Master Pastoral Care and/or - DHM	Support plan in place Continue monitoring Steps taken to reintegrate student
Over 15 days absence, investigate reasons for this absence and refer to dean 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 student record.			

Emails home

GOOD ATTENDANCE email (up to 5 days absence)

We hope this email finds you well. Our attendance records show that <First Name> has been absent for at least 5 days so far this term. While we understand that some absences may be justified, we wanted to make sure that you are aware as regular attendance is important for ongoing learning, engagement and ensuring academic progress and overall wellbeing at school.

If there is anything we should know, or if your child requires extra support, please feel free to get in touch with the relevant Head of Year, or <First Name> 's Housemaster. We are happy to work alongside you to ensure <First Name> is well supported.

Head of Year 9: Sjaane Simpson

Head of Year 10: Steven Mackrell

Head of Year 11: Kate Sione

Head of Year 12: Dawn Michelson

Head of Year 13: Grant Muirhead

WORRYING ATTENDANCE email (up to 10 days absence)

Although the school has regularly communicated to you about <First Name>'s attendance, I want to make you aware that <First Name>'s attendance statistics now reflect that <he> has attended school less than *** to date.

Although some absences may be explained or justified, we are concerned about how much learning time <First Name> is missing. We would like to meet with you to discuss this issue and work together to find a solution.

To support <First Name>, we will continue to monitor his /her attendance and follow up any unjustified absences. I suggest you also check <First Name>'s attendance on a daily basis as it is available on the Parent Kamar Portal the following day.

Most importantly, please contact <First Name>'s Head of Year or Housemaster on 349 0210 or via email so we may discuss this email.

Head of Year 9: Sjaane Simpson
Head of Year 10: Steven Mackrell
Head of Year 11: Kate Sione
Head of Year 12: Dawn Michelson
Head of Year 13: Grant Muirhead

CONCERNING ATTENDANCE email (up to 15 days absence)

As you know, xxx has been absent from school without a satisfactory explanation several times throughout the year.

The school has had communication with you about these absences but <First Name>'s attendance has not subsequently improved. Please note that the school is required by law to follow up on all forms of absence that are without a clearly explained and justified reason.

It is important that <First Name> attends school regularly so that <his> learning and progress at school is sustained. Whanganui Collegiate School is committed to working with whanau to support <First Name> to return to regular attendance, or to investigate options outside of school. We would like to meet to discuss <First Name>'s goals for the year and implement a support plan as required by the Ministry of Education. We would like you to be part of this conversation and plan.

When would be a convenient time for us to have a meeting?

VERY CONCERNING ATTENDANCE email (more than 15 days)

Our records show that <First Name> has been absent for more than 15 days and this is recorded by the Ministry of Education as very concerning attendance.

The school has had communication with you about these absences but <First Name>'s attendance has not subsequently improved and is now at a point where we need to seek the support of the Ministry of Education's Attendance services or other external services to support <First Name>'s return to school. Please note that the school is required by law to follow up on all forms of absence.

<First Name>'s absence has disrupted their learning, and this lost learning time will impact their achievement.

We urgently need to meet with you to discuss and implement a support plan and re-integration plan, as required by the Ministry of Education for students whose absence reaches more than 15 days.

Please let us know as soon as possible a time to meet to discuss this.

REFERRAL LETTER to ATTENDANCE SERVICES (U16 years or age)

- to be actioned by DHM or Head of Year

This letter is to advise that xxx has been absent from school without a satisfactory explanation several times throughout the year thus far.

The school has had communication with you about these absences but <First Name>'s attendance has not subsequently improved. Please note that the school is required by law to follow up on all forms of absence that are without a clearly explained and justified reason.

Therefore, and as required by MOE guidelines, a referral has been made to the Ministry of Education Whanganui Attendance Services that <First Name> has developed a pattern of non-attendance.

It is important that <First Name> attends school regularly so that <his> learning and progress at school is sustained. Whanganui Collegiate School is committed to helping <First Name> to return to regular attendance and we are keen to work with you to support this commitment.

Please contact the school on 3490210 to make an appointment with either myself, or your child's Head of Year, within the next week to discuss this situation.

Yours sincerely

DHM/Head of Year

CHRONIC ABSENCE – Intent to remove from the roll (Under & Over 16 years of age)

to be actioned by the DHM

This letter is to advise that <First Name> has a continued pattern of unjustified non-attendance this year.

Despite communication, the school has previously made with you about <First Name>'s irregular attendance. We are concerned to note that <his> attendance has not improved.

There is now an opportunity to meet with the Headmaster, Mr Robson to discuss if there are any steps that still need to be taken prior to considering <First Name>'s removal from the Whanganui Collegiate School roll.

Please contact the Headmaster's Executive Assistant to make an appointment. If we do not hear from you [within a week], I will recommend to the Headmaster that <First Name> be removed from the Whanganui Collegiate School roll.

Regards

DHM

CHRONIC ABSENCE - REMOVE FROM ROLL (Under 16 years of age)

To be actioned by the DHM/HM

Despite regular communication with you about <First Name>'s irregular attendance, <his> attendance has not improved. All absences from school must be adequately explained to the school. This has not occurred in <First Name>'s case.

Parents and Guardians are held responsible under the Education Act 1989 to supervise and ensure their child's regular school attendance. Failure to comply with this requirement can result in prosecution.

Because <first name> has not attended regularly, <he> has been removed from the Whanganui Collegiate School roll. <He> will no longer attend Whanganui Collegiate School.

If you wish the school to reconsider this action you must arrange an interview for yourself and <First Name>, with the Headmaster and Deputy Headmaster, within a week of the date of this communication.

Yours sincerely

HM/DHM

CHRONIC ABSENCE – REMOVE FROM THE ROLL (Over 16 years of age)

To be actioned by the DHM/HM

This letter is to advise that <First Name> has a continued pattern of unjustified non-attendance this year totalling 20 consecutive days absence.

Despite communication the school has previously made with you about <First Name>'s irregular attendance, we are concerned to note that <his> attendance has not improved.

We now have the ability to remove <First Name> from the Whanganui Collegiate School roll.

Before we do this, there is an opportunity to meet with the Headmaster, Mr Robson, to discuss if there are any steps that still need to be taken prior to considering <First Name>'s removal from the Whanganui Collegiate School roll.

Please contact the Headmaster's Executive Assistant to make an appointment. If we do not hear from you [within a week], I will recommend to the Headmaster that <First Name> be removed from the Whanganui Collegiate School roll.

Regards

DHM/HM

Ministry documents for support

[Support Plan](#)

[Transition Plan](#)

[Attendance services](#)

[Education and Training Act 2020 – Failure to enrol](#)

[Education and Training Act 2020 – Irregular Attendance](#)

[Attendance Service Privacy statement](#)

[Prosecution and Warning Policy 2025](#)

[When to request chronic absence support](#)