

Tokomairiro High School

Attendance Management Plan
and supporting STAR procedures

Strategic Priorities

Regular school attendance is essential for students to achieve their educational potential. Improving attendance is a national priority, and Tokomairiro High School is committed to ensuring every student has the opportunity to be present, engaged, and progressing.

The government target is that 80% of students will be regularly attending school by 2030.

Our school currently has:

- 50% regular attendance (students attending more than 90% of the time), and
- 32% of students with attendance between 80% and 89%, indicating a significant group who are close to regular attendance but require targeted support.

Our school target is to lift regular attendance to 65% by the end of 2026, with a key focus on shifting the cohort currently in the 80–89% band into regular attendance.

Board responsibilities

The Board is responsible for taking all reasonable steps to ensure that students attend school when it is open for instruction.

The Board will:

- Support students to return to regular attendance.
- Ensure processes and procedures are in place to support the Stepped Attendance Response (STAR).
- Ensure all absences are recorded and followed up.
- Maintain systems for identifying and monitoring student absence, including trends and barriers.
- Publish this Attendance Management Plan on the school website.

Principal responsibilities

The Principal is responsible for:

- Implementing the Stepped Attendance Response (STAR) aligned with thresholds.
- Ensuring attendance is monitored daily, investigated promptly, and recorded accurately.
- Ensuring students, whānau, and staff understand the school's attendance expectations and procedures.
- Reporting attendance trends, barriers, and interventions to the Board.
- Delegating roles to staff to ensure the attendance system operates effectively.

Procedures/supporting documentation

Attendance is monitored using the school's digital attendance system. Staff are delegated responsibilities to ensure:

- Daily roll accuracy
- Follow-up of non-attendance
- Early intervention for students of concern
- Clear communication with whānau
- Consistent escalation aligned with STAR

Attendance Management Procedure – Stepped Attendance Response (STAR) appears below.

Monitoring

- The Attendance Officer and Attendance Analyst monitor daily attendance data.
- SLT receives weekly and termly attendance summaries.
- SLT also monitors the school's Everyday Matters reports to ensure early identification of emerging trends or concerns.
- The Board receives termly attendance reports, including analysis and interventions.
- Attendance patterns and interventions are reviewed termly by SLT and the pastoral team.

Attendance data is communicated to whānau through:

- daily unexplained absence notifications
- fortnightly reporting
- termly written reports
- parent portal access

Whānau are expected to check attendance data regularly and contact their Housegroup Teacher if they believe any information is incorrect.

Legislative compliance/ Legislation

This plan aligns with:

- Education and Training Act 2020
- Education Attendance Regulations
- Ministry of Education Attendance Strategy ("Every School Day Matters")
- Upcoming Attendance Services regulations

Reviewed: December 2025	Next review: December 2026

Tokomairiro High School
Stepped Attendance Response (STAR) Plan — 2026

Tokomairiro High School recognises the critical importance of regular attendance to student achievement. Our procedures ensure:

- Students are accounted for
- Absences are followed up promptly
- Interventions are timely and appropriate
- Support is tailored to individual needs
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Responses are aligned to STAR thresholds and absence days, consistent with Ministry expectations.

STAR tiers appear alongside each threshold:

- GREEN – Regular Attendance
- YELLOW – Early Concern
- ORANGE – Moderate Concern
- RED – Serious Concern

DAY-TO-DAY OPERATIONS

Activities	Practice	Responsible Person	Notes & Actions
Communicate expectations to parents and students	Attendance expectations outlined at enrolment, start-of-year meetings, newsletters, and on school website	Housegroup Teachers, Principal, Board	Reinforced termly
Daily roll accuracy	Mark rolls accurately each period; Period 1 by 9:00am	Classroom Teachers	If a student is in front of you, you must mark their attendance
Daily unexplained absence follow-up	9:00am text to whānau; 10:00am phone calls for non-response	Office Manager	Record reasons in KAMAR
Follow-up of anomalies	Housegroup Teacher follows up “?” codes or unexplained patterns	Housegroup Teacher	Correct errors promptly
New student attendance history	Review attendance records on enrolment	SLT, Attendance Officer	Part of transition process
Escalate concerns	Refer students when they meet threshold criteria	All staff	Ask the Attendance Officer if unsure

STUDENTS WITH LESS THAN 5 DAYS ABSENCE

STAR TIER: GREEN – Regular Attendance

Activities	Practice	Responsible Person	Notes & Actions
Identify absences	Monitor daily; follow up same-day unexplained absences	Housegroup Teacher	Record contact in KAMAR
Provide updates to students	Discuss attendance patterns in Housegroup	Housegroup Teacher	Encourage positive habits
Provide updates to whānau	Attendance data emailed fortnightly	System generated	Whānau contact Housegroup Teacher if data is incorrect
No formal action required	Maintain monitoring	Housegroup Teacher	Students from previous-term concerns continue to be tracked

STUDENTS WITH 5–9 DAYS ABSENCE

STAR TIER: YELLOW – Early Concern

Includes students below 90% attendance

Activities	Practice	Responsible Person	Notes & Actions
Contact whānau	Early contact to discuss reasons and impact on learning	Attendance Officer	Follow-up within 2 school days
Reinforce learning expectations	Identify missed learning	Housegroup Teacher	Check for assessments (Years 11–13)
Remove barriers	Identify supports needed (uniform, counsellor etc)	Attendance Officer	Apply internal supports
Develop early plan	Begin or update Individual Attendance Plan if needed	Attendance Officer	Record actions in KAMAR
Positive reinforcement	Acknowledge improvement if attendance lifts	Housegroup Teacher	Helps sustain progress

STUDENTS WITH 10–14 DAYS ABSENCE

STAR TIER: ORANGE – Moderate Concern

Activities	Practice	Responsible Person	Notes & Actions
Escalate concern	Additional contact with whānau	Attendance Officer	Record attempts in KAMAR
Whānau meeting	Meet with student and whānau to analyse barriers	Attendance Officer (lead)	HGT attends; Deans/SLT join if required
Enhanced support plan	Review IAP; tailor supports to needs	Attendance Officer	Hold everyone accountable
Engage supports	Involve pastoral staff where helpful	Attendance Officer	Include Guidance, LSC, Dean
Continue monitoring	Track patterns and review weekly	Attendance Officer	Document progress

STUDENTS WITH 15+ DAYS ABSENCE

STAR TIER: RED – Serious Concern

Activities	Practice	Responsible Person	Notes & Actions
Escalate to SLT	Signal high-risk status	Attendance Officer → SLT	AO prepares documentation
Hold formal meeting	Address barriers urgently	SLT	Attendance Officer attends
Refer to Ministry	Attendance Services referral	SLT	AO prepares documents
Multi-agency support	Consider ROCK-ON or others	SLT, Attendance Officer	Ensure plan is in place
Reintegration plan	Support student return	Attendance Officer	Monitor progress
Maintain monitoring	Track attendance closely	Attendance Officer, SLT	Weekly review