



Te Kauwhata College

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government's target is that 80% of students will be regularly attending (90% attendance) by 2030.

Te Kauwhata College is currently at 46% regular attendance, and our target is to lift it to 60% by the end of 2026.

Board responsibilities

The board is responsible for taking all reasonable steps to ensure that the Te Kauwhata College'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:

- Committing 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

The Board will publish this attendance management plan on the school's website.

Principal responsibilities

Procedures/supporting documentation

The principal 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 aligned 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.

[Attendance Management Procedure - Stepped Attendance Response](#)

[Attendance Policy](#)

Monitoring

The principal 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 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 \(yet to be passed\)](#)

Reviewed: January 2026

Next review: January 2027

Attendance Management Procedure- Stepped Attendance Response

At Te Kauwhata College, we recognise the importance of regular attendance for our students to achieve their educational potential.

Our attendance procedures ensure students are accounted for during school hours. This allows school staff to identify with and respond to student attendance concerns.

We have a stepped attendance response to ensure we 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, whaanau, caregivers, staff and external agencies, where necessary, to improve student attendance.

Parent/Whaanau responsibilities:

It is important to the Board and staff of Te Kauwhata College that parents and whaanau are fully involved in their child's attendance at our Kura and are fully aware of the implications of non-attendance on their child's educational pathways.

We ask our parents/whaanau too.

- Ensure students attend every day they are able
- Reinforce good attendance habits
- Engage in open communication with the school

We ask that parents and whaanau follow the school's attendance management plan and associated attendance policies and procedures.

School responsibilities

The responsibilities of Te Kauwhata College are to.

- Ensure clear communication with parents, whaanau, and students on attendance expectations on enrolment, at the start of the year and each term
- Communicate with parents about what steps the school will take if the student is absent from school
- Have regular monitoring of student attendance
- Provide students with regular updates on their own attendance

The Kura will regularly report to parents on their child's attendance via weekly emailed attendance reports.

School Procedures

[Te Kauwhata College systems for attendance](#)