



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 school [90% >] by 2030.

Our school currently has a regular attendance rate of 49.5%, and aims to increase it by 6.1% annually, reaching the 80% target by 2030.

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:

- 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
- publishing this attendance management plan on the school's website.

Principal responsibilities

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.

Procedures/supporting documentation

Attendance Management Procedure - Stepped Attendance Response (STAR)

- School Docs - [Student Attendance](#) and [Attendance Procedures](#) Policies
- [MOE Stepped attendance response website](#)
- [MOE Stepped attendance response guiding document](#)

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 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](#)
- [Vulnerable Children Act 2014](#)
- [Education \(School Attendance\) Regulations 2024](#)
- [Education Attendance Management Plan Regulations](#)

Created: November 2025

Next review: November 2026

Attendance Management Procedure

Papanui High School recognises the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during school hours and activities, as well as emergency events. This allows school staff to identify and respond to student attendance concerns.

We have a stepped attendance response to ensure we are able to 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.

Parent/Whānau 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.

School responsibilities

- clear communication to parents/caregivers and students on attendance expectations upon enrolment, at the start of the year and each term
- communicate to parents/caregivers 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/caregivers on the attendance of their child.



School Procedures

The Principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance and the follow-up procedures for non-attending students.

Non-teaching staff with duties associated with our attendance system, such as the Pastoral Assistant, will support teachers to maintain accurate, up-to-date attendance information.

Classroom teachers are responsible for recording student attendance in their class each period.

Te Huinga Kaiārahi are responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow up on lateness and attendance issues.

Deans and Senior leaders are responsible for monitoring student attendance for their respective groups, ensuring that parents/caregivers are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Parents/caregivers will receive student attendance data via weekly emails and can access attendance information at any time through our SchoolBridge parent portal. Outside agencies, Tupuranga and Tuahiwi Education Ltd, will be used as appropriate to support attendance.

Students will be identified at the 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 pastoral team/SLT termly to review outcomes and effectiveness of these interventions

Below are the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in Kamar. The pastoral care attendance team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact [Rachel McConnel](#).

Stepped Attendance Response Activities

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.

For any attendance error questions, please contact your child's Te Huinga Kaiārahi. For any attendance data-related questions, please contact [Janene Harris](#), Pastoral Assistant. For all other Attendance queries, please contact [Rachel McConnel](#), Assistant Principal - Pastoral.

Day-to-day			
Activities	Practice	Responsible Person	Notes & Actions
Minimise/mitigate			
Have a pastoral care attendance leadership team.	Fortnightly meeting to identify at-risk students and potential supports.	Assistant Principal - Pastoral	Team: Assistant Principal - Pastoral, Head of Deaning, Pastoral assistant, 3 x Deans assistants and Whānau Dean, Health nurse, 2 x attendance liaisons, Pasifika liaison.
Communicate with parents/caregivers	Set expectations, procedures, and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents/caregivers	Kaiārahi Dean/SLT Principal School board	Termly attendance features, including updates on data in newsletters. Expectations and guidance for parents/caregivers are published on our school website. Expectations for student attendance and steps that will be taken to address attendance are included in the enrolment forms. Work with parents/caregivers and students, where appropriate.
Minimise disruptions to the school day and week.	School boards and school leadership prioritise school hours to be for learning.	Senior leadership team	
Assess the history of new students	When enrolling, identify issues or trends in attendance history.	Assistant Principal's pastoral, Mcr (Year 9 - 11), Crm (Year 12 & 13) and LSC Wrl (Year 8)	Use our enrolment interviews to gather information from whānau. Contact contributing schools in all cases. Check ENROL if considered necessary. Consider support options such as a Transition Attendance Plan or access to the activity centre.
Manage			
Following up on absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents/caregivers Follow up daily with parents/caregivers on any unexplained absences	Pastoral Assistant Deans' Assistants (Year 9 - 11)	Text-based reminder to be sent daily from 10 am for all unexplained absences.
Escalate attendance issues as needed Develop support plans using templates e.g. Whānau Education Action Planner Involve other services, consider referral to Attendance Services	Refer on to support agencies if relevant E.g Tupuranga, Tuahiwi Education Ltd, Te Tahī Youth Health Nurse, Oranga Tamariki	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Rachel McConnel
<i>Please note: In all instances, there must be a record on Kamar of actions taken to address non-attendance. If there is no action taken due to individual circumstances, this must also be recorded.</i>			



Students with less than 5 days of absence in a term			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Identify all student absences	Pastoral assistant	Follow up on all absences to confirm the reason for absence. Step 1. Daily SMS period 1 & 2 absence Step 2. Kaiārahi rectification during Te Huinga
Provide students with regular updates on their own attendance	Encourage students to regularly monitor their real-time attendance via KAMAR. Provide weekly attendance reporting via SchoolBridge	School culture team	Updates are sent to students and parents/caregivers weekly via SchoolBridge
Attendance recognition celebrations	Termly prize draw for students with attendance in this category	AP - Pastoral (Mcr)	Random prize draw for Riccarton Mall vouchers. 1 x \$30, 1 x \$50 & 1 x \$100 for each level.
Report regularly to parents/caregivers on the attendance of their child	Provide weekly attendance reporting via SchoolBridge	AP - Kamar (Crm)	Updates are sent to students and parents/caregivers weekly via SchoolBridge
<p><i>All absences need to be followed up on 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 pastoral care attendance team at their fortnightly meeting.</i></p>			

Students with less than 10 days of absence in a term (5-9 days)			
Activities	Practice	Responsible Person	Notes & Actions
Contact parents/caregivers to discuss reasons for absence and impact on learning	After 5 days of total non-attendance, send an email to the parent/caregiver. Phone contact to be used if this is not the first time the student has met the threshold	Pastoral assistant (Any concerns about next steps, discuss options with the year level dean.)	Record actions taken in Kamar. If there is no action taken due to individual circumstances, record this against the student record. Follow-up to be within 2-3 school days of communication if necessary.
Support students to catch up on missed learning where required	Identify missed learning objectives and consider notes or activities to bring the student back up to speed	Student supported by Kaiārahi to engage with the subject teacher (or Dean to facilitate if an ongoing issue that needs to be centralised)	Discuss with the student during Te Huinga - the student to follow up with the appropriate subject teachers. Check that no internal assessments were missed. (Yr11-13) and that if they were that a medical certificate was received
Use in-school resources as appropriate to remove barriers.	Contact the pastoral care team if barriers are identified that the school could assist with.	Kaiārahi/Pastoral care attendance team	Parents/caregivers and students provided access to additional resources via pastoral hardship budget. Consider a counsellor, a health nurse, a mentor, a uniform, a bus pass, and kai
<p><i>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. For students who have progressed from having higher absences, provide feedback on the improvement in their attendance to both the student and whānau. Any students already on the attendance list from the previous term will be identified by the pastoral care attendance team at their fortnightly meeting.</i></p>			



Students with less than 15 days of absence in a term (10 - 14 days)			
Activities	Practice	Responsible Person	Notes & Actions
Contact the parent/caregiver to escalate concerns	Further contact with the parent/caregiver Email and/or phone call as required for escalation.	Kaiārahi, and/or pastoral care attendance team	Record actions taken in Kamar. If there is no action taken due to individual circumstances, record this against the student record.
Hold a meeting with the parent/caregiver and student (where appropriate) to discuss reasons for absence.	Arrange a meeting including parents/caregivers and the student.	Dean, Assistant Dean or WEA	Consider who is needed at this meeting. Consider outcomes of the meeting, such as a Transition attendance plan or an attendance card.
Develop and implement a support plan e.g. Whānau Education Action Planner tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan.	Dean, Assistant Dean or WEA	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support as needed	Contact the pastoral care team if barriers are identified that the school could assist with.	Kaiārahi/Pastoral care attendance team	Parents/caregivers and students provided access to additional resources via the pastoral hardship budget. Consider a counsellor, a health nurse, a mentor, a uniform, a bus pass, and kai. Also consider a Transition Attendance Plan to reintegrate the student.
<i>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.</i>			

Students with greater than 15 days of absence			
Activities	Practice	Responsible Person	Notes & Actions
Contact the parent/caregiver to escalate concerns	Further escalating email (use template)	Appropriate member of the pastoral care attendance team	Consider who is needed at this meeting. Considering the consequences of the meeting, will the student respond to rewards or punitive actions?
Hold a meeting with the parent/caregiver and student (where appropriate) to discuss reasons for absence	Arrange a meeting including parents/caregivers and the student.	Dean, Assistant Dean or WEA	Before referral, check all previous actions, like the support plan, are in place. Resources and supports will continue to be provided as appropriate. Reintegration plan in place to return the student to regular attendance
Request support from the Attendance Service or other agencies as needed	Refer to the Ministry of Education attendance services (currently Tupuranga) or other agencies. Support access to services and collaborate with specialists	Pastoral care attendance team decision	Support plan in place Continue monitoring Steps taken to reintegrate the student
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Pastoral care attendance team	
<i>For students who have progressed from having higher absences, provide feedback on the improvement in their attendance to both the student and whānau.</i>			