

Attendance Management Plan and supporting STAR procedures 2026

Strategic Priorities

Regular school attendance is crucial for students to achieve their educational potential. The government target is to have 80% of students regularly attending school by 2030.

Currently (Term 4 2025), Cullinane College has 54% of students attending regularly, we aim to increase this to 70% by the end of 2026. 13% of students attend less than 70%, we aim to reduce this number.

Board responsibilities

The board is responsible for taking all reasonable steps to ensure that students attend the school when it is open for instruction. The board will comply with legislation by:

- Having a commitment to support students returning to regular 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.
- Ensuring student absence is investigated, responded to, and actions taken recorded aligned with the thresholds.
- Ensuring all students, whānau, and staff understand the processes and procedures that support student attendance.
- Reporting to the board on any trends, barriers to attendance, and interventions being used to support student attendance.
- Having processes and procedures in place to support a Stepped Attendance Response (STAR) 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.

Procedures/supporting documentation

Attendance procedures 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](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: November 2025

Next review: November 2028

Attendance Management Procedure- Stepped Attendance Response

We recognise the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during schools' hours. 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 an external agency, where necessary to improve our levels of student attendance.

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.

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

Procedures and Monitoring

Attendance Recording and Day-to-Day Operations

The principal will appoint staff and delegate duties to manage the recording of the electronic student attendance register and follow-up procedures. **Kamar** is the system used for recording rolls and actions,.

Role	Core Attendance Practices
Classroom Teachers	Record (and 'complete') rolls in Kamar within the first 15 minutes of the lesson. Change the code to L (late) for a student who arrives late and action a consequence,. Notify the office (Sharon), Dean(s), and BA if a student is marked present earlier but is now absent,.
SOUL Teachers	Record initial attendance at SOUL time/Assembly. Check and clear student absences in their class (e.g., change ST to E/L if signed in late to P1). Monitor lateness, action a consequence for late comers, and contact home if students are regularly late. Put students on a late catch-up if late 3 times in a week (using discretion). If no explanation is given, mark T and notify Dean.

Administration Team	Enter attendance information from Absence Manager/phone messages. Make initial follow-ups for unexplained whole-day absences. Request a medical certificate for medical absences of 3+ days, changing the code to E if not forthcoming. Follow-up daily with parents for unexplained absences, sending a text-based reminder from 10 am,.	
Deans	Ensure SOUL teachers check and clean absences weekly. Make contact with home for students with concerning absences (e.g., truant for a day, takes every Monday off). Communicate with home and issue consequences (usually School Duty) for students truant for a lesson. Notify Kahuiarangi if support is needed for a student (usually less than 80% attendance).	
Kahuiarangi	Work primarily with whānau of students who have low attendance. Contact whānau for unnotified absences daily, changing codes to T (with a Kamar pastoral entry) if no response. Compile weekly lists of students with less than 80% attendance and make contact with their whānau (in consultation with Deans). Manage the process of re-engagement alongside the Dean.	
Pastoral DP	Ensure SOUL teachers and Deans support the school's attendance goals. Liaise with and refer to outside agencies (Attendance Support, Police Youth Aid etc.) for those not responding to earlier interventions.	

School 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. Contact parents asap (ideally within 2 school days) and arrange meeting for as soon as possible.

Pastoral care team meets Thursday period 2. Any attendance data related questions please contact Jon Smith -office administrator. For all other Attendance queries please contact Penny Smith.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents</p>	<p>Form teacher</p> <p>Principal</p> <p>School board</p>	<p>Termly attendance features including updates on data in newsletters.</p> <p>Expectations and guidance for parents published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	Administration team	Text based reminder to be sent from 10 am for all unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Dean/ Assistant Principal (new students during year or not in year 9)	Use our “welcome to school” hui with whanau at beginning of year for year 9 students.
<p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, consider referral to Attendance Services</p>	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Penny Brown