



Lumsden School Board Student Attendance Policy and Procedure

Purpose: This policy outlines Lumsden School's commitment to promoting and supporting regular attendance for all learners. It provides clear expectations and procedures for recording, monitoring, and responding to student absences, ensuring compliance with legal obligations and alignment with our Annual Implementation Plan.

Lumsden School's Vision: Learning For Life - He Akoranga mō te oranga

This means we want to empower our students with the skills and attributes to contribute positively to our world now, and in the future.

Participation - We always try our best - māramatanga (time of growth when the student is learning new ideas while developing strong character and decency) meaningful engagement and understanding for all learners, ākonga. Learners, ākonga can see the relevance of learning something and how they can apply it.

Partnership and Protection - We are kind - manaakitanga caring for others, showing kindness, respect, inclusion, and developing self-regulation, and self-motivation. Families, whānau and learners, ākonga working together for success, safety and wellbeing, hauora for all.

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. Attending school every day supports our students, tamariki to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as students are able to consistently build on their learning.

Our government has set a national target of 80% of students regularly attending school at least 90% of the time. This means that students should be absent for **no more than one day a fortnight** to ensure that they can have continued success at school.

Our school currently has 63% regular attendance and a target of lifting regular attendance to 70% by the end of 2026.

Board Responsibilities

As required by the Education and Training Act 202 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The Board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

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

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 too and actions taken recorded aligned with the thresholds
- ensure all students, family, Parents/ Caregivers 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.
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives

Procedures/ Supporting Documentation

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

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](#)

- **Stepped Attendance Response (STAR)**, Ministry of Education 2025
- **Strategic Plan 2025 - 2026 - Strategic Goal 2:** Increase student attendance by fostering a culturally responsive school environment where learners, ākonga become strong in their identities, languages, cultures, beliefs and values.
- **Annual Target 2025 - 2026** - Everyday Matters shows the percentage of students who are regularly attending school as: We have taken the average of 63% using the data from Term 4, 2024 and Terms 1, 2 and 3 in 2025. (At time of writing, Term 4 2025 Every Day Matters Report was not available.)

Term & Year	Regular Attendance	Irregular Attendance	Moderate Attendance	Chronic Attendance
Term 1, 2025	84%	12%	1%	3%
Term 1, 2024	61%	27%	12%	1%
Term 2, 2025	66%	23%	8%	3%
Term 2, 2024	63%	24%	10%	3%
Term 3, 2025	45%	40%	13%	3%
Term 3, 2026	49%	36%	12%	3%
Term 4, 2024	55%	34%	4%	7%
Term 4, 2023	52%	38%	6%	3%

Attendance Management Procedure- Stepped Attendance Response

What would success look like?

Success would look like an increase to **Regular Good Attendance**, whereby more of our students are attending regularly. The category where the most positive shift could be made is with the **Worrying Irregular Attendance** - reducing this category would have a positive impact on Regular Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these students and family, whānau with Worrying/Irregular Attendance.

Parent/ Caregiver Responsibilities

Parents and Caregivers have legal obligations to ensure their students attend school (Education and Training Act, s244). We expect parents and caregivers to:

- notify the School as soon as possible if their student is going to be late or absent
- Arrange appointments or trips outside of School hours or during school holidays where possible
- Work with us, Lumsden School to manage attendance concerns

School Responsibilities

Our School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with students, parents, caregivers, family, whānau and staff are responsible for reminding our community of these expectations.

School Board	<ul style="list-style-type: none"> • Ensures compliance with legal attendance requirements. • Monitors attendance data and trends via the Principal's reports. 	<ul style="list-style-type: none"> • Reviews the Attendance Policy and Plan every three years or sooner if required.
Principal	<ul style="list-style-type: none"> • Implements STAR-aligned attendance systems and procedures. • Reports attendance patterns to the Board each term. 	<ul style="list-style-type: none"> • Escalates attendance concerns and liaises with Attendance Services.
Staff	<ul style="list-style-type: none"> • Record attendance accurately in Hero twice daily. • Follow up promptly on unexplained absences. 	<ul style="list-style-type: none"> • Communicate with family, whānau and offer support where barriers exist.
Parents, Caregivers, Family, Whānau	<ul style="list-style-type: none"> • Ensure their student attends school whenever it is open. • Notify the school as early as possible of absences and reasons. 	<ul style="list-style-type: none"> • Engage in attendance support plans when required.
Students	<ul style="list-style-type: none"> • Attend daily, arrive on time, and participate fully in learning. 	

School Procedures

Principal Responsibilities

The Principal will delegate duties of taking twice daily attendance on Hero to Classroom Teachers and the Office Administrator, so as to manage the recording of electronic student attendance register and the follow-up procedures for non-attending students.

The Principal is responsible for monitoring student attendance for students, ensuring that parents are informed of attendance concerns. Relevant personnel will be kept informed of serious student absence situations.

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 Principal and relevant staff termly to review outcomes and effectiveness of these interventions.

Classroom Teacher Responsibilities

1. Roll to be taken on Hero by the Classroom Teacher **BEFORE** 9.10am.
2. Any student who arrives late to school is to report to the Office to register that they are late on Hero..
3. Should a student arrive in class after the register has been taken, ask if they have reported to the Office. If they haven't, they **MUST** report to the Office.
4. Afternoon roll must be taken **BEFORE** 1.25pm.
5. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
6. If a parent has informed you that their student will be absent for a specific reason, ie: funeral, tangi, appointment, holiday, please add a note to their attendance on Hero to inform the Office.

Office Responsibilities

1. The Office Administrator checks the texts and emails and takes phone calls of absences in the morning.
2. The Office Administrator checks all classes' attendance on HERO from 9.10am.
3. Any students marked with a ? are then followed up by the Office Administrator:
 - a. a text is sent out to all students who are marked with an ?
 - b. When replies are received, the Office Manager updates the absence with the appropriate code.
 - c. If no reply is received, the student is marked as Truant.
4. The Office Manager will check the afternoon roll from 1.30pm.

Attached is 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 the student management system, Hero.

School Stepped Attendance Response (STAR) Plan

Below is our stepped attendance response for responding to individual student absence.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term	Up to 10 days absence in a term	Up to 15 days absence in a term	15 days or more absence in a term
Parents/ Guardians	Parents/ Guardians	Parents/ Guardians	Parents/ Guardian
<ul style="list-style-type: none"> • Ensure student attends every day they are able • Reinforce good attendance habits • Support other parents, to reinforce good attendance habits • Follow school attendance management plan and procedures 	<ul style="list-style-type: none"> • Return student to regular attendance • Contact school to discuss reasons for absence and impact on learning • Support student to catch up on missed learning • Engage in supports offered 	<ul style="list-style-type: none"> • Return student to regular attendance • Participate in meetings with school to analyse reasons for absence and to collaborate on a support plan • Implement strategies at home 	<ul style="list-style-type: none"> • Return student to regular attendance • Engage in support plan • Participate in regular meetings
School	School	School	School
<ul style="list-style-type: none"> • Communicate with parents and caregivers about every absence • Maintain contact details of all parents • Provide students with regular updates on their own attendance • Report regularly to parents on attendance of 	<ul style="list-style-type: none"> • Contact parents/ caregivers to discuss reasons for absence and impact on learning • Support student to catch up missed learning where required • Use in-school resources as appropriate to remove barriers 	<ul style="list-style-type: none"> • Contact parents/ caregivers to escalate concerns • Hold meeting to analyse reasons for absence and to collaborate on a support plan • Develop and implement a support plan tailored to the reasons and circumstances 	<ul style="list-style-type: none"> • Contact parents to inform of escalated response • Request support from Attendance Service or other agencies as needed • Participate in multi-agency response (Hokonui Rūnanga, Oranga

			Tamariki) <ul style="list-style-type: none"> • Maintain implementation
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Ministry of Education	
<p>Hokonui Rūnanga Attendance Service</p> <p>› Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance.</p> <p>This includes:</p> <p>› agreeing changes to be made, addressing some unmet basic needs impacting on attendance, and referring students to other services as necessary</p> <p>› Collaborate with School so that they remain engaged as plans are developed and implemented, and they can continue to provide support as the student increases their attendance at school.</p>	<p>Regional and National teams</p> <p>› Facilitate involvement of other agencies</p> <p>› Support schools to access other education pathways for a student where appropriate</p> <p>› Consider system-wide initiatives for high-risk attendance</p> <p>› Reprioritise regional support resources to where most needed/effective</p> <p>› Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools</p>

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>Classroom Teachers</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>

<p>Following up absences daily</p>	<p>Use procedures in place and Hero to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	<p>Office Administrator</p>	<p>Text based reminder to be sent from 9.30 am for all unexplained absences.</p>
<p>Minimise disruptions to the school day and week</p>	<p>School Board and Principal prioritise school hours to be for learning</p>	<p>Principal</p>	
<p>Assess history of new students</p>	<p>When enrolling, identify issues or trends in attendance history</p>	<p>Office Administrator</p>	<p>Use our “Welcome to Lumsden School” hui with family, Parents/ Caregivers at the beginning of year for all students.</p>
<p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services (Hokonui Rūnanga) consider referral to Attendance Services</p>	<p>Seek more support as needed</p>	<p>All staff as appropriate</p>	<p>Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Principal</p>

Students with less than 5 days Absence

Activities	Practice	Responsible Person	Notes & Actions
Communicate with Parents/ Caregivers	Identify all student absences	Office Administrator	Follow-up all absences to confirm the reason for absence.
Maintain contact details	Communicate these to parents	In School attendance team (if your school has one)	No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Classroom Teacher	Updates sent to students and parents through weekly notes
Report regularly to parents on attendance of their student	providing weekly notes on attendance to parents via email	Classroom Teacher	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. Any students already on the attendance list from the previous term will be identified by Staff at their weekly staff meetings.

Students with less than 10 days Absence (5-9 days)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents/ caregivers to discuss reasons for absence and impact on learning	After 5 days send an email to the parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Classroom Teacher (Any concerns of next steps discussion options with Principal)	Record actions taken in Hero. If there is no action taken due to individual circumstance- record this against the student record. Follow-up to be within 2 school days of meeting the threshold.
Support students to catch up missed learning where required	Identify missed learning objectives and consider notes or activities to bring student back up to speed	Classroom Teacher	Make a plan with students to catch up in class time.

Use in-school resources as appropriate to remove barriers e.g. counsellor, bus	Contact Learning Support Coordinator if barriers identified that the school could assist with	Classroom Teacher/ LSC	Parents and students provided access to additional resources. Consider bus,counsellor/ Public Health Nurse, Hokonui Rununga
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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 parent/ caregiver..

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

Students with less than 15 days Absence			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent/ caregiver to escalate concerns	Further contact with parent/ caregiver Email and/or phone call as required for escalation.	Classroom Teacher, and/or Principal	Record actions taken in Hero. If there is no action taken due to individual circumstance- record this against the student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents/ caregivers	Classroom Teacher, and/or Principal	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances	Hold everyone accountable for their part in the plan.	Principal	Take action quickly where expectations aren't being met

around the student's absence			
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with LSC and RTLB what further supports are available	Principal	

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 the student record.

Students with greater than 15 days Absence

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	Principal	
Hold a meeting with the parent/caregiver to analyse reasons for absence.	Arrange promptly for meetings including parents/ caregiver. Consider who will be in attendance.	Principal and Classroom Teacher if appropriate	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed Participate in multi-agency response	Refer to Ministry of Education attendance services Hokonui Rununga or other agencies	Principal	Before referral check all previous actions like support plans are in place. Resources and supports will continue to be provided as appropriate

	Support access to services and collaborating with specialists		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 take action quickly where expectations aren't being met	Principal	Support plan in place Continue monitoring Steps taken to reintegrate student
<p>Over 15 days of absence, investigate reasons for this absence and refer to the Principal for further actions. Record all actions taken to address non-attendance.</p> <p>If there is no action taken due to individual circumstance- record this against the student record.</p>			