

Trinity Catholic College Attendance Management Plan and supporting STAR procedures

Strategic Priorities

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

Trinity Catholic College currently has a rolling term by term average of 66.5% regular attendance and a target of lifting the rolling average to 71.5% regular attendance by the end of 2026. This will mean the term averages will be raised to 80% for Term 1, 69% for Term 2, 64% for Term 3 and 72% for Term 4

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:

- 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 according to current school procedures
- 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, whānau 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)- see below

Monitoring

The principal via the Attendance officer 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 2026

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 school 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 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 including responding to emails and letters
- 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

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

The Attendance officer will support teachers to maintain accurate up to date attendance information.

Classroom/ Kaiārahi/ Ako teachers are responsible for recording student attendance to their class each period.

Kaiārahi have responsibility for maintaining accurate and up-to -date records and supporting the attendance systems. They will also monitor and follow-up on lateness and other attendance issues.

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

Parents will receive daily student attendance data via the Helix parent portal.

Outside agencies 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 SLT and Deans twice termly to review outcomes and effectiveness of these interventions. (5% meetings with Otago Youth Wellness Trust)

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 Helix. The Kaiārahi, Deans and SLT meet weekly. If you have any questions about our Stepped Attendance Response or procedures, please contact Steve Read

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.

Pastoral team meets fortnightly on a Wednesday. Any attendance data related questions please contact Kimberly Cross – Attendance Officer. For all other Attendance queries please contact the appropriate year level Dean.

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 “Meet the Teacher “ hui, newsletters and the website to set expectations and provide guidance to parents.</p>	<p>Kaiārahi Principal 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 published on the school website.</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 with parents any unexplained absences.</p>	<p>Attendance officer Kaiārahi</p>	<p>Text based reminder to be sent from 10.30 am for all unexplained absences.</p>
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.	Principal /Assistant Principal or Dean	Use our “Meet the Teacher” hui with whanau at beginning of year for year 7 - 9 students.
<p>Escalate or de-escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, consider referral to Attendance Services</p>	Weekly meeting on Tuesday & Thursday mornings.	Kaiārahi/ Deans/ SLT	Staff are encouraged to escalate issues according to these procedures.

Students with less than 5 days absence

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Attendance Officer and Kaiārahi Administration team	Follow-up all absences to confirm reason for absence. Follow up and correct code to be entered within 48 hours.
Provide students with regular updates on their own attendance – students can see this from Helix on their laptop	Provide regular reporting via Helix portals and classroom discussions Provide reward opportunities for good attendance	Kaiārahi/ Deans and Attendance Officer	Updates on attendance to students via Helix Portal. Twice termly Student attendance check-in via Helix during Pastoral time. Celebrations at Year level Forum .
Report regularly to parents on attendance of their child	Providing daily data on attendance to parents via Helix Parent Portal	Attendance Officer	Updates on attendance to students and parents via Helix Portal

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 attendance list from previous term will be identified by the pastoral care team at their weekly meetings.

Worrying Attendance - Students with up to 10 days absence (5-9 days)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning	After 10 days absent send email to parent (use 1 st Letter template in google Drive). Alternatively the Dean may phone caregivers. Phone contact can be used if this is not the first time student has met the threshold.	Kaiārahi	Record actions taken in Helix. Attach copy of letter to student record in Helix If there is no action required due to individual circumstance- record this on Helix. Follow-up to be within 2 schools days of meeting the threshold.
Support students to catch up missed learning where required	Identify missed learning objectives and consider what is required to bring student back up to speed	Kaiārahi and subject teacher	Discuss with student to follow up with appropriate subject teachers. Use Google Classroom or Learning websites to provide help. Subject teacher to check no internal assessments missed. (Yr11-13)
Use in-school resources as appropriate to remove barriers e.g. counsellor, uniform support, bus pass	Weekly meeting on Tuesday & Thursday mornings. Contact SLT/Guidance Counsellor if barriers identified that the school could assist with.	Dean/SLT Guidance Counsellor	Parents and student provided access to additional resources. Consider bus pass, uniform, counsellor/ health nurse appointments

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 in Helix.

For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.

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

Concerning Attendance - Students with up to 15 days absence (10 – 15 days)

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	After 15 days absent send email to parent (use 2 nd Letter template in google Drive). Further contact with parent Email and/or phone call as required for escalation.	Year Level Dean	Record actions taken in Helix. Attach copy of letter to student record in Helix If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student. Use restorative framework.	Year level Senior Leader and Dean	Consider who else may be needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan. Use a restorative framework for these types of meetings Consider asking for a medical certificate?	Senior Leader and Dean	Consider using Guidance Counsellor Re-integrate with part-time return to school for a fixed period where appropriate. Look at pathways – what are the students plans after leaving school. Take action quickly where expectations aren't being met.
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available – Public Health Nurse	Dean/Guidance Counsellor	

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 student record.

Very Concerning Attendance - Students with greater than 15 days absence

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Phone Call to Parents and/or Chronic Attendance letter template	Year level Senior Leader	Discuss Attendance Service OYWT
If appropriate - hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	Year level Senior Leader and/or Dean	Depending on individual circumstances and action plans to date – this may or may not be appropriate
Request support from Attendance Service or other agencies as needed Consider participation in multi-agency response	Refer student to attendance service - Otago Youth Wellness Trust (OYWT). Support access to services and collaborating with specialists – Health School, Rapoi, Mirror Day Program. Family Group Conference.	5% meeting team- Guidance counsellor and Senior Leadership Team	Before referral check all previous actions like support plan are in place. Resources and supports will continue to be provided as appropriate. Reintegration plan in place to return student to regular attendance.
Maintain implementation and monitoring of support plan	Twice termly 5% meetings with Attendance Service. Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met.	Guidance Counsellor and Senior Leadership Team	Support plan in place. Continue monitoring. Steps taken to reintegrate student .

**Over 15 days absence, investigate reasons for this absence and refer to Dean and/or pastoral team for further actions. Record all actions taken to address non-attendance.
If there is no action taken due to individual circumstance- record this against student record.**