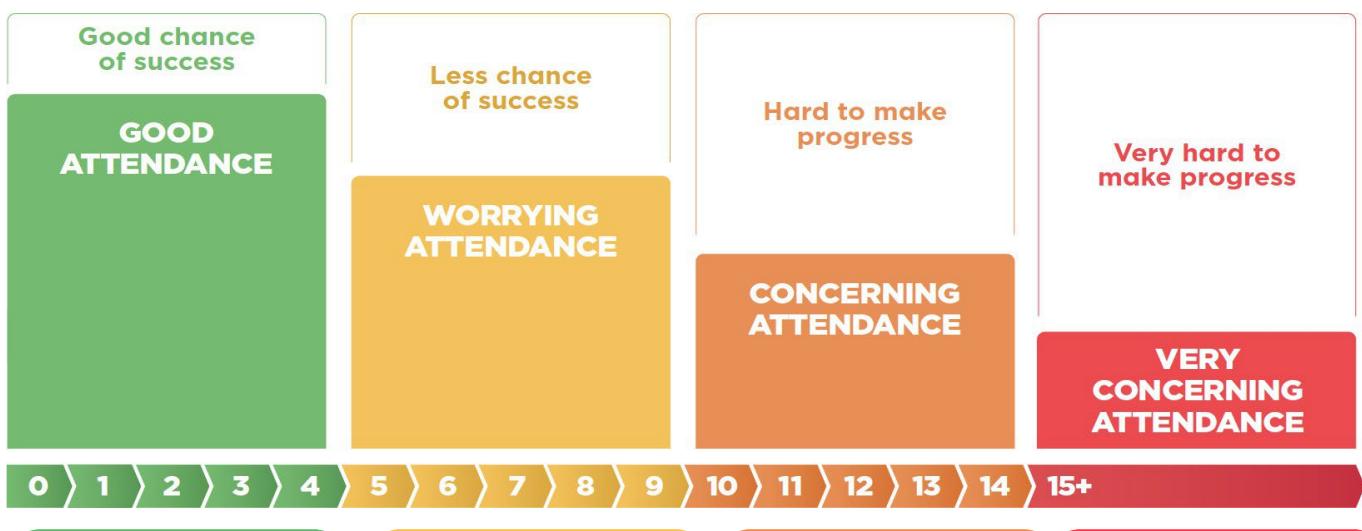


Stepped Attendance Response (STAR) information for parents and whānau

- **Over 90% individual student attendance target**
- Regular attendance is crucial for your child's learning and wellbeing .
- Open communication with the school is crucial.
- Early intervention helps prevent prolonged absences.
- Support is available ; don't hesitate to seek assistance
- Good attendance has a positive impact on academic progress, social and emotional wellbeing



0-4 days absent
Over 90%

Action:
Ensure your child attends school daily.

If absent : Notify the school with a valid reason (eg illness)

Parent Role:
Establish consistent routines and discuss the importance of attendance with your child

5 days absent
80- 90 %

Action:
The school will contact you to discuss the absences.

Purpose: To understand reasons for absence and reinforce attendance expectations.

Parent Role:
Collaborate with the school to identify any issues and solutions

10 days absent
70- 80%

Action:
A meeting involving school leadership, you and your child will be arranged.

Purpose: To identify barriers to attendance and develop a plan to address them.

Parent Role:
Access to additional resources or services may be provided.

15 days absent
70% or less

Action:
The school escalates the issue with the Ministry of Education.

Possible Outcomes:
Implementation of further support measures .

Consideration of legal action if support is declined without valid reason.

Attendance – Our Expectations



Regular attendance is essential for student wellbeing, learning, and achievement. At Fairburn School, we promote a culture where attendance is valued, closely monitored, and actively supported. Our practices are grounded in strong relationships, clear communication, and proactive interventions that align with the Ministry of Education's **Stepped Attendance Response (STAR)**, in accordance with **sections 127A–137D of the Education and Training** Our attendance procedures ensure all students are accounted for during school hours and enable staff to identify and respond promptly to any concerns. We use a stepped response system to ensure timely support and appropriate interventions when students meet attendance thresholds.

The Government has set a national goal that **80% of students will be regularly attending school (90% or more)** by 2030. Fairburn School currently has **49%** regular attendance, with a target of lifting this to **69%** by the end of 2026.

*Regular attendance at school is **not optional**. It is a legal requirement and essential for your child's learning, wellbeing, and success. Working together early helps prevent more serious consequences later.*

- **If your child is absent, you must notify the school on the day with a valid reason.**
- **All attendance is recorded daily and reported to the Ministry of Education.**
- **All attendance is kept on your child's attendance records and will stay with them through their education**

- **Attendance is closely monitored**, and **action will be taken** where there is ongoing or unexplained non-attendance.
- **Sanctioned (Approved) Absences**
 - These may include:
 - Medical reasons (illness, medical appointments) (Documentation may be requested.)
 - Family bereavement

Not Sanctioned (Not Approved) Absences- These absences are recorded as **unjustified**.

- These include:
- Holidays during term time
- Shopping or personal errands
- Staying home without a valid reason

What Happens if Attendance Is a Concern

- The school will contact families to address attendance concerns.
- Meetings may be required to remove barriers to attendance.
- Continued non-attendance will be **escalated**, including referrals to external agencies.
- In serious cases, the matter may be referred to **Ministry of Education and Oranga Tamariki** and further action may follow.

We expect all students to attend school every day unless there is a genuine and approved reason.

Working together early helps prevent more serious consequences later.

Attendance Process:

- The roll must be marked twice daily using the Fairburn codes and checked at the end of the day before you leave.
- Children who are later than 5 minutes need to go to the office and receive a late pass. The office will update the register .
- All entries are sent to the MOE each day at 6pm, and all interventions are sent to eh MOE each Sunday.

Day one – No contact from whanau ; text will be sent by admin
Day two – If still no contact – teacher to make contact
Day three – Email from admin , teacher to monitor return , if still no attendance email Marise

- All attendance messages / codes entered by classroom teacher / Admin, it is important to look back at the day before
- Any extended absence / overseas trip requests must be directed to Attendance team.
- Inconsistent attendance - Admin to print out weekly attendance and highlight any patterns/ truancy . Classroom teachers to monitor any patterns contact Marise / Talai / Tash
- Attendance team to meet each week to monitor all the attendance.

2026 – Attendance Codes

L Late

? **Unknown** - *is temporary and will be changed by the teacher once an explanation is confirmed.*

P Present

M Medical

J Explained and sanctioned

e.g. family bereavement

E Explained but not sanctioned

e.g. shopping

G Holiday in term time (not sanctioned)

(including overseas)

T Truant absent without explanation