Fairburn School Attendance Management Plan

This plan sets out Fairburn School's strategy and process for identifying , responding to, and reducing student absences in accordance with sections 127A – 137D of the Education and Training Act. Our focus is on supporting students and whanau to ensure consistent engagement in learning .

Attendance Strategy:

We believe regular attendance is critical to student wellbeing and achievement.

Our school promotes a culture where attendance is valued, monitored, and supported through strong relationships, clear communication and proactive interventions that aligns with the Ministry of Education's Stepped Attendance Response (STAR).

The governments target that 80% of students will be regularly attending school (90% or more) by 2030. Our school currently has 49% regular attendance and a target of lifting regular attendance to 69% by the end of 2026 through specific targets and actions for identified groups in 2026

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 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
- ensuring that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensuring all students, whanau 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.

Monitoring and Review :

- 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
- Feedback gathered from staff, students, whanau to inform updates.

Supporting Documentation:

- Attendance Management procedure – Fairburn Schools Stepped Attendance Response (STAR)

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**

Fairburn School Attendance Management Procedure Stepped Attendance Response STAR

At Fairburn School 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 response to student attendance concerns.

We have a stepped attendance response to ensure we can 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 / 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:
- Accurately mark rolls on EDGE 9.00am and 1.20 pm using Fairburn Attendance codes- any report concerns, caregiver notes
    - 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 (including overseas)
    - T Truant absent without explanation
- 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.
- Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.
- Classroom teachers are responsible for recording student attendance to their class on a half day basis.
- Classroom teachers are responsibility for maintaining accurate and up-to -date records and supporting the attendance systems. They will also monitor and follow-up on lateness and attendance other attendance issues.
- 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 student attendance data via weekly emails/ parent portal/ termly updates.
- 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 the Attendance team to review outcomes and effectiveness of these interventions

Fairburn School Attendance Management Procedure Stepped Attendance Response STAR

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.

Day-to-day operations

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	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	Classroom teacher Principal School board	Attendance features including updates on data in newsletters, facebook ,individual % shared with families Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms and enrolment interview Work with parents and students, where appropriate.
Following up absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents Follow-up daily with parents any unexplained absences	Administration team	Text based reminder to be sent from 10 am for all unexplained absences. Edge programme monitoring
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Enrolment officer	Monitoring ENROL and inform the Attendance girl
Escalate attendance issues as needed **Develop support plans** **Involve other services, consider referral to Attendance Services**	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 Natasha or Talai

Fairburn School
Stepped Attendance Response (STAR)

Good chance of success	Less chance of success	Hard to make progress	Very hard to make progress
GOOD ATTENDANCE	**WORRYING ATTENDANCE**	**CONCERNING ATTENDANCE**	**VERY CONCERNING ATTENDANCE**

0 › 1 › 2 › 3 › 4 › 5 › 6 › 7 › 8 › 9 › 10 › 11 › 12 › 13 › 14 › 15+ ›

0-4 days absent	5 days absent	10 days absent	15 days absent
Day one no attendance **All families will be sent a text if no contact has been made** **Day two if still no contact the classroom teacher to contact family** **Day three Admin to make contact with whanau and monitor return**	**Action:** **5 days** **Send (Yellow email) including attendance summary** **Phone call if not the first-time meeting threshold** **Attendance tracker : Students name on orange tracker .**	**Actions:** **Contact parents via email / phone call escalate concerns (Orange email)** **Arrange meeting including parents and where appropriate student (DP/ AP)** **Develop and implement support plan .** **Record all actions taken**	**Actions:** **Contact parents via email / phone call escalate concerns (DP/ AP) Red email** **Arrange 2nd meeting with parent / whanau and where appropriate student analyse reasons for absence. (Principal / DP/AP)** **Plan to return student to regular attendance** **Request support from agencies, including other agencies .** **Refer to MOE attendance service and other agencies.** **Consider legal action if support is declined without valid reason**