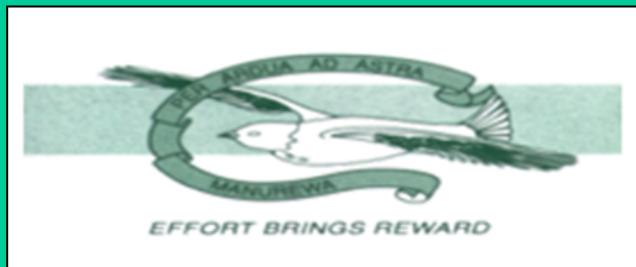


# Attendance Management Plan 2026



**‘Ka ako ngā tamariki katoa’**  
**‘All children will learn’**

<b>Approval:</b>	<b>Date:</b> <i>10 November 2025</i> <i>Presiding Member</i> <i>Signature:</i> 	<b>Published on:</b>	<a href="http://www.mancent.school.nz">www.mancent.school.nz</a>
<b>Effective date:</b>	<b>Date:</b> <i>28th January 2026</i>	<b>Review date:</b>	<b>Date:</b> <i>November 2026</i>

## Attendance Objectives and Strategic Priorities

- To assist students to attend school on a regular basis, which is vital for effective learning – ‘everyday counts’.
- To support a student’s social and emotional development by promoting social connections and contributing to wellbeing.
- To give students the opportunity to develop personal skills and foster responsibility, e.g. the importance of being punctual and accountable.
- Manurewa Central School attendance Policy and Procedures

[www.mancent.school.nz](http://www.mancent.school.nz)

## Summary of our Current Attendance Data

### Term 3 Summary

How many students regularly attended school this term?

Regular Attendance

**50%**

Compared to 49% in Term 3, 2024

Irregular Absence 29%

Compared to 29% in Term 3, 2024

Moderate Absence 12%

Compared to 11% in Term 3, 2024

Chronic Absence 9%

Compared to 11% in Term 3, 2024

What were the main reasons given for absence this term?

1. (M) Illness / Medical Absence 52%
2. (E) Accepted (but unjustified) 19%
3. (?) Unknown (Temporary) 13%
4. (G) Holiday 8%
5. (J) Explained and Approved 8%

How many students were on time to class?

**94%** of students are arriving on-time regularly (i.e. over 90% of the time)

## Targets and Outcomes from Strategic and Annual Plan 2026

- **Strategic Plan outcome:** Parents/whānau are essential partners in their child's education and are actively involved in the decision-making and learning process, including improving regular attendance rates.
- **Annual Plan 2026 action:** engaging with whānau to improve regular attendance rates in line with the school's Attendance Management Plan 2026 (AMP), continuation of 2025 attendance initiatives, involvement with Alfriston Attendance Service.
- **Regular attendance rates** improve for our learners - 80% regular attendance by the end of 2026.

## Attendance Policy

- Our attendance Policy includes the key legal obligations under the Education and Training Act 2020, including:
  - Compulsory enrolment and regular attendance requirements
  - Board responsibilities to take all reasonable steps to ensure attendance
  - Parent/guardian obligations to ensure children attend school
  -

### Legal requirements for school attendance

- [Education and Training Act 2020 Public Act 243 Offence relating to failure to enrol – New Zealand Legislation](#)
- [Education and Training Act 2020 Public Act 244 Offence relating to irregular attendance – New Zealand Legislation](#)
- *Education and Training Act 2020 – Attendance*  
<https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS176221.html>
- *Education Attendance Regulations 2024*  
<https://www.legislation.govt.nz/regulation/public/2024/0214/latest/LMS999223.html>
- **Expectations of parents, students, and staff in relation to student absence**
  - Manurewa Central School Attendance Policy and Procedures – *Appendix 2 (Requirements for using an Electronic Attendance Register), Appendix 3 (includes Stepped Attendance Response - STAR)*  
[www.mancent.school.nz](http://www.mancent.school.nz)
  - Health guidance by Te Whatu Ora | Health New Zealand is available to help schools and parents to decide if a student is well enough to attend school. [Knowing if a child is well enough to be at school – Te Whatu Ora](#)

## Key Responsibilities

Role	Key Responsibilities
<b>Board</b> 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.	<ul style="list-style-type: none"> <li>• Be committed to supporting students return to regular attendance</li> <li>• Have processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students</li> <li>• Oversee the implementation and regular review of the Attendance Policy and Procedures having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance</li> <li>• Ensure the plan is published on the school's website</li> <li>• Set an annual attendance target for the school</li> </ul>
<b>Principal/Senior Leadership</b> The Principal is responsible for enabling outcomes in line with the Attendance Management Plan, and delegating responsibilities to ensure effective attendance monitoring and action	<ul style="list-style-type: none"> <li>• Develop and implement a stepped attendance response aligned with the thresholds to support student attendance ensuring steps the school will take if the student is absent from school</li> <li>• Lead the implementation of the plan and provide professional development for staff</li> <li>• Ensure all students, whānau and staff understand the processes and procedures that support student attendance including clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term</li> <li>• Monitor school-wide attendance data and report to the board on any trends, barriers to attendance and interventions being used to support student attendance</li> <li>• Act as the primary contact for moderate and chronic absence cases.</li> <li>• Liaise with the Alfriston Attendance Service and other support agencies</li> </ul>
<b>Teachers</b> Teachers are responsible for accurate recording and follow up of absence	<ul style="list-style-type: none"> <li>• Record attendance accurately at the start of each morning and afternoon session.</li> <li>• Build strong relationships with students and whānau.</li> <li>• Monitor and follow-up on lateness, absence and other attendance issues, consulting with senior leadership when appropriate</li> <li>• Act as the first point of contact for students with irregular absences</li> </ul>
<b>Administration Staff</b> Administration staff are responsible for supporting teachers to maintain accurate up-to-date attendance information	<ul style="list-style-type: none"> <li>• Record and update absence notifications daily</li> <li>• Text based reminder to be sent at 9:30am for any unexplained absence</li> <li>• Contact parents/caregivers on the first day of an unexplained absence</li> <li>• Maintain accurate contact details for all students</li> <li>• Liaise with class teachers and senior leadership to support accurate record keeping using our electronic student attendance register</li> </ul>
<b>Parents/Whānau</b> Parents and legal guardians are required to enrol their child at a registered school when they turn 6 years old.	<ul style="list-style-type: none"> <li>• Ensure their child attends school every day the school is open unless they are unwell. Failure to do so can result in the school or MoE taking legal action</li> <li>• Notify the school promptly of any absence</li> <li>• Reinforce good attendance habits</li> <li>• Work in partnership with the school to address any attendance concerns</li> <li>• Follow the school's attendance management plan and associated attendance policies and procedures.</li> </ul>

## Attendance Management Procedures

- Communicating expectations with parents:
  - Enrolment forms
  - Newsletter updates and reinforcement of attendance expectations
  - Use of class Dojo to keep attendance expectations live
  - Publishing of termly attendance statistics on school website
  - Use of SMS graphing statistics with parents when there are ongoing concerns of attendance
- Our process for recording attendance (timing and storage) is detailed in our Policy and Procedures document, and our steps for following up on unexplained absences is detailed in Appendix 5 of the same document  
[www.mancent.school.nz](http://www.mancent.school.nz)
- Monitoring practices is undertaken termly by the Board on receipt of the Every Day Counts data.
- Stepped Attendance Response (STAR) – Appendix 3 of Manurewa Central School Policy and Procedures



## Individual Student Attendance activities

Individualised student responses to absence thresholds

Less than 5 days absence in a school term	Up to 10 days absence in a school term	Up to 15 days absence in a school term	15 days or more of absence in a school term
<b>Parents/Guardians</b> 	<b>Parents/Guardians</b> 	<b>Parents/Guardians</b> 	<b>Parents/Guardians</b> 
<ul style="list-style-type: none"><li>▶ Ensure student attends every day they are able</li><li>▶ Reinforce good attendance habits</li><li>▶ Support other parents to reinforce good attendance habits</li><li>▶ Open communication with school</li><li>▶ Follow school attendance management plan and associated policies and processes</li></ul> <b>Schools</b> <ul style="list-style-type: none"><li>▶ Communicate with parents about every absence</li><li>▶ Maintain contact details of parents</li><li>▶ Provide student with regular updates on their own attendance</li><li>▶ Report regularly to parents on attendance of their child</li><li>▶ Support student:<ul style="list-style-type: none"><li>▶ attending school</li><li>▶ to continue learning if unable to attend school every day, including using Ministry approved well-being or transitional plans, or health schools where appropriate</li><li>▶ to access other education pathways where appropriate</li></ul></li></ul>	<ul style="list-style-type: none"><li>▶ Return student to regular attendance</li><li>▶ Contact school to discuss reasons for absence and impact on learning</li><li>▶ Support student to catch up on missed learning</li><li>▶ Engage in supports offered</li></ul> <b>Schools</b> <ul style="list-style-type: none"><li>▶ Contact parents to discuss reasons for absence and impact on learning</li><li>▶ Support student to catch up missed learning where required</li><li>▶ Use in-school resources as appropriate to remove barriers e.g. counsellor, alternative timetables, PBAL</li></ul>	<ul style="list-style-type: none"><li>▶ Return student to regular attendance</li><li>▶ Participate in meeting with school to analyse reasons for absence and to collaborate on a support plan</li><li>▶ Implement strategies at home</li></ul> <b>Schools</b> <ul style="list-style-type: none"><li>▶ Contact parents to escalate concerns</li><li>▶ Hold meeting to analyse reasons for absence and to collaborate on a support plan</li><li>▶ Develop and implement a support plan tailored to the reasons and circumstances around the child's absence</li><li>▶ Use in-school resources as appropriate to remove barriers and request support from Attendance Service or other agencies as needed</li></ul>	<ul style="list-style-type: none"><li>▶ Return student to regular attendance</li><li>▶ Engage in support plan</li><li>▶ Participate in regular meetings</li></ul> <b>Schools</b> <ul style="list-style-type: none"><li>▶ Contact parents to inform of escalated response</li><li>▶ Request support from Attendance Service or other agencies as needed</li><li>▶ Participate in multi-agency response</li><li>▶ Maintain implementation and monitoring of support plan</li><li>▶ Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up</li><li>▶ Unenroll if student will not be returning to school</li></ul>

Stepped Attendance Response - STAR: Responding to all absence

Version 2: July 2025

### • We support students returning to school in the following ways:

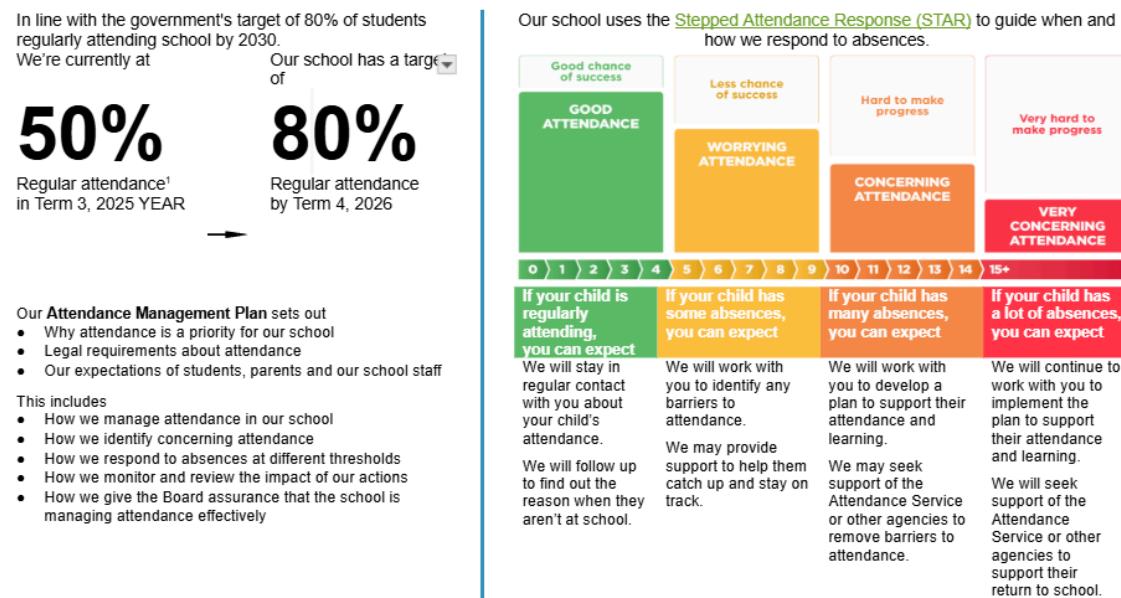
- Strategies or actions to support loss of learning – a focus on the most crucial missed learning rather than catching up on all missed work, support of TA or digital resources if appropriate
- Strategies or actions to reintegrate the student into the wider school environment and friendships – may include a buddy system, support of SWIS, safe space, celebrate participation etc.
- Strategies to keep the parent informed about progress the student is making to reintegrate back into school – designated point of contact, regular updates and review meetings with focus on progress and strengths, adjusted planning to meet any ongoing challenges if appropriate.

# Monitoring and Measuring Progress

- Attendance data is reviewed weekly by the Senior Leadership Team to identify students in the Irregular and Moderate absence categories. Any concerns are discussed with the class teachers to adjust response accordingly.
- The Board receives a termly attendance report including information provided by the Every Day Matters Report and monitors for trends and/or patterns.
- This plan is reviewed annually by the Board in consultation with staff, whānau, and the community.

## Summary of Attendance Management Plan

### Summary of our Attendance Management Plan



<sup>1</sup> "Regular attendance" means attending more than 90% of a term, or 9 days in a fortnight  
Summary of our Attendance Management Plan template V2.0 Updated September 2025