



Manurewa East School - Attendance Management Plan and supporting STAR procedures

At Manurewa East School, we believe that **Whanaungatanga** and **Hauora** are at the heart of our tamariki's success. For our learners to thrive, they need to feel the sense of belonging that comes from being part of our school whānau every single day.

Regular attendance is the foundation of **Ako**. When our tamariki are here consistently, they can build strong learning foundations and social connections that allow them to reach their full potential.

The New Zealand Government has set a national attendance target of 80% of our tamariki attending school 90% of the time, which means they should have no more than 5 days off per term.

Manurewa East School's Overarching Goal: To promote a positive attendance culture school-wide.

2026 -70% of our tamariki will be at school **90% of the time**.

2027- 80% of our tamariki will be at school **90% of the time**.

2028 - 95% of our tamariki will be at school **90% of the time**.

SUPPORTING THE STAR (STEPPED ATTENDANCE RESPONSE) PROCEDURE

Great Attendance

Students attending 95–100% each term (up to 4 days absence)

Teachers: Responsibility

Promote positive attendance culture
Class tracking charts
Weekly celebration/acknowledgement
Regular communication with whānau



Whanau Responsibility

Ensure tamariki come to school every day
Inform school if tamariki are going to be absent

WORRYING (Monitor & Support)

Students attending 90–94%, up to 9 days of absence per term
(Less chance of success)

Teacher Action

- Contact parent/guardian to discuss reasons for absence
- Support tamariki to catch up missed learning where required
- Identify barriers (transport, sleep, anxiety, routines)
- discuss next steps and monitoring timeframe
- **Discuss with CC or Deputy Principal (Pastoral Care)**

DP Pastoral Care Action

- Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PB4L Breakfast club

Teacher – Monitoring Period (1-2 weeks)

Track attendance weekly
Morning check-in
Report to CC/DP Pastoral Care

Whanau Action

Ensure attendance:

- Support tamariki to regular attendance
- Contact school to discuss reasons for absence
- Support tamariki to catch up on missed learning
- Engage in supports offered



CONCERNING (INTENSIVE INTERVENTION)

Students attending 85-89%, absent for up to 14 days
(Hard to make progress)

Teacher Action

- Attendance data reviewed
- Pattern analysis (day-specific, subject-specific, peer-related)
- Make referral to Deputy Principal (Pastoral Care)

DP (Pastoral Care) Action.

- Send escalated formal notification to parents
- Hold meeting to diagnose reason for absence and to collaborate on a support plan
- Develop and implement a plan tailored to the diagnosis and circumstances around the tamariki's absence
- Use in-school resources as appropriate to remove barriers
- Refer to Attendance Services, MOE, or other agencies as needed

Whanau Action

Ensure attendance:

- Support tamariki to regular attendance
- Attend meeting at the school to unpack the barriers to attendance and collaborate on a support plan to return tamariki to regular attendance
- Implement strategies at home



SERIOUS CONCERN

Tamariki attending school less than 85%, absent for more than 15 days a term
(Very hard to make progress in learning)

DP (Pastoral Care) Actions:

- send second attendance letter
- Referral to Attendance Service
- Multi-agency involvement:
 - RTLB
 - Social services
 - Health providers
 - Community liaison

Plan Includes:

Weekly attendance tracking
Formal review meetings
Escalation pathway (legal framework if required)

Whanau Responsibilities

Ensure attendance:

- Engage in improvement plan
- Implement improvement plan
- Participate in regular meetings
- Support tamariki to return to regular attendance.