

Manurewa High School 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. Regular attendance is defined as over 90% attendance, which is equivalent to missing fewer than 5 days across a term.

According to the definition above, in 2025 our school had 32% regular attendance, and we have set a target of lifting regular attendance to 50% by the end of 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
- ensure that student absence is investigated, responded to and actions taken recorded aligned with the thresholds
- ensure all students, whaanau 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

Monitoring

The Co-Associate Principal (Pastoral) will maintain reporting of daily attendance data through the internal school attendance team.

The board will receive monthly attendance reporting- including information provided by the MOE Every Day Matters Report. Included in this report there 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](#)

Reviewed: March 2026

Next review: November 2026

Attendance Management Procedure- Stepped Attendance Response

Our attendance procedures ensure students are accounted for during schools' 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 work towards regular attendance.

We have annual targets for student attendance and work with students, whaanau, staff and external agencies where necessary to improve our student attendance.

Parent/Whaanau responsibilities:

- ensure students attend every day they are able to
- reinforce good attendance habits that support Hauora
- open communication with the school through Kaitiaki, attendance and whaanau teams
- connect to and support the school's attendance management procedures

School responsibilities

- clear communication to whaanau and students on attendance expectations on enrolment, at the start of the year and regularly through our weekly Friday Coms
- communicate to whaanau what steps the school will take if the student is absent from school without whaanau contact
- monitor student attendance through Kaitiaki, Whaanau and Attendance Teams
- provide and connect with students and whaanau with regular updates on their own attendance – this can be accessed through the Parent Portal

School Procedures

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

Our attendance team will support teachers to maintain accurate up-to-date attendance information.

Kaitiaki and Kaiako are responsible for recording student attendance to their class each Akoranga Block – this includes whether a student is present in class, late to class etc.

Kaitiaki are responsibility for maintaining accurate and up-to-date records and supporting our attendance systems. They will also monitor and follow-up on lateness and overall attendance weekly during Monday Kaitiaki meetings using the electronic attendance tracking system.

Kaitiaki, Whaanau Leaders and Whaanau Deputy Principals are responsible for monitoring student attendance for their respective Kaitiaki Class and whaanau ensuring that whaanau are informed of attendance concerns. Whaanau Leaders & Deputy Principals will be kept informed of serious student absence situations to support further follow-up.

Whaanau will receive student attendance data via the parent portal & Akoranga Conferences.

Outside agencies (Solomon Group as our attendance service provider) will be used as appropriate to support attendance alongside our in-school attendance provision.

Follow-up response actions will be put in place to best support the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by the Whaanau Leaders/SLT termly to review outcomes and effectiveness of these interventions.