

# Attendance Management Plan - Te Kura o Tauhinu | Lincoln Primary

## Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government's target is that 80% of students will be regularly attending school by 2030.

Our school currently has **71%** regular attendance and a target of lifting regular attendance to **80% (Green/Yellow threshold)** 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 too and actions taken recorded aligned with the thresholds
- ensure all students, whanau 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 - see below**

## Monitoring

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.

## Legislative Compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: January 2026

Next review: April 2026

## Attendance Management Procedure - Stepped Attendance Response

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 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 return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff an external agency, 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

- 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 the attendance of their child.

### School Procedures

The principal will appoint staff and delegate duties, so as to manage the recording of the 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/ tutor/ Ako teachers are responsible for recording student attendance in their class on a half-day basis.

Pastoral class teachers are responsible 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.

Learning Leaders are responsible for monitoring student attendance in their respective year groups and ensuring that parents are informed of any attendance concerns. Senior staff and relevant personnel will be kept informed of serious instances of student absence.

Parents can view student attendance data via HERO.

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 pastoral team/SLT termly to review outcomes and effectiveness of these interventions

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold.

All actions taken to respond to absences will be recorded on HERO and in the Pastoral Care Register. The pastoral care team meets monthly.

The Board has set the following attendance targets in 2026:

Indicator	2025 Baseline	2026 Target
Regular Attendance (>90%)	~71%	75%
Irregular (80–90%)	~22%	<18%
Moderate (70–80%)	~7%	<5%
Chronic (<70%)	~5%	<4%

Actions:	How will we know we know we have achieved these targets:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Strengthen school systems for monitoring and responding to attendance, including early identification of students at risk of irregular attendance.</li> <li><input type="checkbox"/> Work with whānau and the wider community to reinforce the importance of regular school attendance and support families to overcome barriers to attendance.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attendance data will show a reduction in chronic and irregular absence, with overall regular attendance trending up.</li> <li><input type="checkbox"/> Termly reports to the Board using school data and Every Day Matters termly reports.</li> </ul>

## School Stepped Attendance Response Activities

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 as meeting a threshold before taking action to address non-attendance. Contact parents asap (ideally within 2 school days) and arrange a meeting for as soon as possible.

The pastoral care team meets on Thursday, Weeks 4 and 8 of each term. Kate Tysn is responsible for data-related attendance matters.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>Kaiako are responsible for monitoring the attendance of their tamariki and promoting the importance of regular attendance with whānau and ākongā.</p> <ul style="list-style-type: none"> <li>● Communications with parents around the importance of attendance – opportunities throughout the school year to do this e.g., welcome packs, newsletters, open days etc</li> <li>● Every School Day is a Big Day messaging.</li> </ul>	<p>Kaiako Principal BoT</p>	<p>Termly attendance features, including updates on data in newsletters.</p> <p>Expectations and guidance for parents are published on our school website.</p> <p>Expectations for student attendance and the steps to be taken to address it are included on the school website.</p> <p>Work with parents and students, where appropriate.</p>
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents any unexplained absences</p>	Administration team	Text based reminder to be sent from <b>9.30 am</b> and <b>2pm</b> for all unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	SLT	
<p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, consider referral to Attendance Services</p>	Seek more support as needed	SLT	Staff are encouraged to escalate issues according to these procedures.

## Students with 90-100%

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Administration team	Follow-up all absences to confirm the reason for absence.  No action taken
Report regularly to parents on attendance of their child	providing attendance information to parents via HERO	N/A	Attendance visible on students HERO page

**All absences need to be followed up to ensure the correct code is recorded against the absence.**

## Students who are absent for 5-9.5 days...

Activities	Practice	Responsible Person	Notes & Actions
Pastoral care contact to whānau	Discuss at Syndicate meeting. Phone or email contact:  Template: <i>We are contacting you regarding <b>child's name</b> and their attendance this term. Their attendance is .... What can we do to support <b>child's name</b> and your whānau to be at school? If they are regularly unwell, would you like some materials at home for your child to do if they are feeling well enough?</i>	Kaiako  (Any concerns of next steps discussion options with Learning Leader and SENCo)	Record contact with whānau in HERO and on the Pastoral Care Register.
Communicate with whānau	Send twice-termly emails with exact attendance percentage to whānau  [Child's Name]'s current attendance/attendance to date is <b>[insert %]</b> %. Regular attendance plays a big part in supporting your child's learning, progress, and sense of belonging in our classroom.  We understand that some absences may be due to illness or other circumstances. If [Child's Name] has been unwell or there are ongoing reasons for their	Kaiako	Record contact with whānau in HERO and on the Pastoral Care Register.

	<p>absence, please let us know so we can work together to provide support. Our aim is to help [Child's Name] continue to thrive in both their learning and wellbeing.</p> <p>If you'd like to discuss this further, please get in touch with me .</p> <p>Ngā mihi nui, [Your Name]</p>		
Support students to catch up missed learning where required	Identify missed learning objectives and consider notes or activities to bring student back up to speed	Kaiako	
Use in-school resources as appropriate to Remove barriers e.g. Mana Ake	Contact SLT/SENCo if barriers identified that the school could assist with	Kaiako SLT	Parents and student provided access to additional resources. Consider pastoral reasons for absences - case by case basis.
<p><b>Record all actions taken to address non-attendance.</b>  <b>For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.</b>  <b>If there is no action taken due to individual circumstance- record this on HERO - Pastoral Care</b></p>			

### Students who are absent for 10 - 14.5 days attendance...

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to share concerns	Further contact with parent Email and/or phone call as required for escalation. Could result in communication from the principal.	Kaiako SLT	Record actions taken in HERO and in the Pastoral Care Register.  If there is no action taken due to individual circumstance- record this in HERO - pastoral care.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	Kaiako Learning Leader	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan.	Kaiako Whānau	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support as needed	Discuss with SLT what further supports are available	Kaiako SLT	

**Record all actions taken to address non-attendance.  
If there is no action taken due to individual circumstance- record this on HERO - Pastoral Care.**

### Students who are absent for 15+...

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Email from Principal	Principal  SLT	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	Kaiako SLT SEnCo	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed  Participate in multi-agency response	Refer to Ministry of Education attendance services or other agencies  Support access to services and collaborating with specialists	Principal  SLT  SEnCo	Before referral check all previous actions like support plan are in place.  Resources and supports will continue to be provided as appropriate  Reintegration plan in place to return student to regular attendance

Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Kaiako Whānau SLT	Support plan in place Continue monitoring Steps taken to reintegrate student
<b>Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance, record this in HERO - Pastoral Care.</b>			