

# Burnham School – Te Kura o Tiori Attendance Management Plan

<b>Strategic Priorities</b>	OUR PLACE - Engage students, staff and whānau in learning: Empower tamariki to thrive by building a community culture of regular attendance, ensuring presence, participation, and the achievement of Ministry attendance goals
<b>Board responsibilities</b>	<p>The board is responsible for taking all reasonable steps to ensure that the kura school's ākonga students attend the school when it is open for instruction.</p> <p>The board will comply with the provisions in the legislation in relation to ākonga student attendance by:</p> <ul style="list-style-type: none"><li>• committing to support students' return to regular attendance</li><li>• having processes and procedures in place to support a Stepped Attendance Response (STAR) to ākonga student absence that uses data-based thresholds to identify students</li><li>• recording all absences, and responding accordingly</li><li>• having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance</li><li>• publishing this attendance management plan on the kura school's website.</li></ul>
<b>Principal responsibilities</b>	<p>The Tumuaki Principal is responsible for:</p> <ul style="list-style-type: none"><li>• developing and implementing a stepped attendance response aligned with the thresholds to support student attendance</li><li>• ensuring that ākonga student absence is investigated, responded to and actions taken are recorded and aligned with the thresholds</li><li>• ensuring all ākonga students, whanau, and kaimahi staff understand the processes and procedures that support student attendance</li><li>• reporting to the board on any trends, barriers to attendance and interventions being used to support ākonga student attendance</li><li>• regularly sharing attendance data with whānau and the community and reporting on successes and barriers to regular attendance.</li></ul>



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<p><b>Procedures/supporting documentation</b></p>	<ul style="list-style-type: none"> <li>• Attendance Management Procedure - Stepped Attendance Response</li> <li>• <a href="#">School Docs</a> - Attendance Procedures</li> <li>• <a href="#">School Docs</a> - Student Attendance</li> <li>• <a href="#">MoE Student Attendance Guide</a></li> </ul>
<p><b>Monitoring</b></p>	<ul style="list-style-type: none"> <li>• The Tumuraki Principal will maintain daily attendance reporting.</li> <li>• The Board will receive termly attendance reporting, including information from the Every Day Matters report.</li> <li>• The Board will be informed of any emerging trends, attendance barriers, and areas of concern for the Board's consideration via the Tumuraki Principals Board Report at each meeting.</li> <li>• Weekly attendance rates will be shared with whānau and the community via the School newsletter, Learning Management System - Hero, and Facebook.</li> </ul>
<p><b>Legislative compliance/ Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Education and Training Act 2020</a></li> <li>• Education Attendance rules</li> <li>• Education Attendance Management Plan regulations (yet to be passed)</li> </ul>
<p><b>Reviewed:</b></p>	<p>11 December 2025</p> <p><i>Preparing and Weaving our Future</i></p>
<p><b>Next review:</b></p>	<p>December 2028</p>



# Burnham School – Te Kura o Tiori Attendance Management Procedure – Stepped Attendance Response

<p><b>Overarching attendance statements that support akonga student attendance.</b></p>	<ul style="list-style-type: none"> <li>• We recognise the importance of regular attendance to help our ākonga students achieve their educational potential.</li> <li>• Our attendance procedures ensure ākonga students are accounted for during the kura school's hours. This allows kura school kaimahi staff to identify and respond to akonga student attendance concerns.</li> <li>• We have a stepped attendance response to ensure we can identify ākonga students and offer appropriate interventions at the thresholds to support their return to regular attendance.</li> <li>• We have annual targets for ākonga student attendance and work with ākonga students, whānau, kaimahi staff, and external agencies, as needed, to improve student attendance.</li> </ul>
<p><b>Parent/Whanau responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• <b>Ensure Regular and Timely Attendance:</b> Commit to ensuring their tamariki attend school every day the school is open and arrive on time for the start of the school day.</li> <li>• <b>Communicate Absences Immediately:</b> Notify the school office (via Hero, phone, text, or email) before the start of the school day if their tamariki will be absent, providing an apparent, specific reason for the absence.</li> <li>• <b>Understand and Adhere to MoE Guidelines:</b> Understand that only certain reasons (e.g., genuine sickness, bereavement, approved school events) are classified as justified absences under Ministry of Education guidelines.</li> <li>• <b>Avoid Non-Essential Absences:</b> Avoid taking their tamariki out of school for non-essential reasons such as holidays during term time, extended family visits, or appointments that can be scheduled outside of school hours.</li> <li>• <b>Provide Supporting Documentation:</b> Provide supporting documentation (e.g., medical certificates or appointment cards) for extended or recurring sickness-related absences, as requested by the school.</li> <li>• <b>Partner with the School:</b> Actively engage with the kura school's attendance process, including attending meetings or responding promptly to communications regarding their child's attendance concerns (e.g., attending Hui-a-Whānau).</li> <li>• <b>Support Good Routines:</b> Establish and maintain positive routines at home that support regular school attendance, such as a consistent sleep schedule and preparing school materials the night before.</li> <li>• <b>Update Contact Information:</b> Ensure the kura school always has current and accurate contact information (phone numbers and email addresses) for all immediate whānau members.</li> </ul>



# Burnham School - Te Kura o Tiori

## Attendance Management Procedure - Stepped Attendance Response

<b>School responsibilities:</b>	<ul style="list-style-type: none"><li>• Provide clear communication to whānau and ākonga students about attendance expectations at enrolment, at the start of the year, and at the beginning of each term.</li><li>• Communicate to whānau the steps the school will take if the student is absent.</li><li>• Monitor ākonga student attendance.</li><li>• Provide ākonga learners with regular updates on their own attendance.</li><li>• Report regularly to parents on their tamariki child's attendance.</li></ul>
<b>School Procedures</b>	<ul style="list-style-type: none"><li>• The Tumuaki Principal will delegate duties to manage the recording of the electronic ākonga student attendance register and the follow-up procedures for non-attending students.</li><li>• Kaiako Teachers are to maintain accurate, up-to-date attendance information and are responsible for recording ākonga student attendance in their class each half-day. They will also monitor and follow up on lateness and attendance, as well as other attendance issues.</li><li>• Hub leaders and the Tumuaki Tuarua Deputy Principal are responsible for monitoring student attendance for their respective groups and for informing parents of attendance concerns. Senior staff and the Office Manager will be kept informed of serious ākonga student absence situations.</li><li>• Whānau will receive student attendance data via Hero, which is accessible at any time. In addition, the Tumuaki Principal will share weekly attendance updates via Facebook, the school newsletter, and Hero.</li><li>• Our Kura School will use outside agencies as appropriate to support attendance.</li><li>• Ākonga Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.</li><li>• The Leadership Team will evaluate attendance patterns and the specific interventions used twice termly to review outcomes and their effectiveness.</li><li>• Attached are 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 in Hero. The Senior Leadership Team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please get in touch with the Tumuaki Principal - Amy Collins.</li></ul>



# Te Kura o Tiori – Burnham School STAR Attendance

## Attendance Expectations

For an individual ākonga/student, regular attendance is defined as attending 90% of the term, or fewer than five days absent. The Government's target for school-wide attendance is for 80% of students to attend regularly by the year 2030. Te Kura o Tiori - Burnham School implements a stepped attendance response plan launched in Term One 2026 to ensure a timely response to all absences, effective tracking, and an escalated response in cases of concerning attendance.



# Te Kura o Tiori – Burnham School STAR Attendance

## Responding to all absences: Day-to-Day operations

- Every unnotified absence is followed up with a daily call from the office.
- If no response is received, a follow-up email will be sent to whānau outlining our attempts and expectations around attendance.
- Reasons for absences are monitored and forwarded to the Principal if they indicate a need for follow-up or fall outside the general category of justified absence.

## Educating, Communicating and Planning for attendance

- Student attendance is visible and easily accessible in the Hero app, allowing parents to both monitor and report absences.
- Regular communications in the school newsletter remind parents of the importance of regular attendance and other relevant topics, such as health and well-being.
- Kaiako|Teachers utilise Learning Conferences (twice a year) to discuss attendance and any potential barriers/concerns for all students.
- Whānau surveys and ākonga|student voice are utilised to gather information around increasing engagement and attendance.

## Arriving Late/Departing Early

- Kaiako|Teachers to monitor regular late arrivals/early departures and talk with the ākonga|student and whānau|family as appropriate.
- Teachers have communicated with the Tumuaki Tuarua|Deputy Principal, and we may need additional support/follow-up.
- Termly review carried out by the Tumuaki|Principal of students with regular late arrivals.
- A Late Arrivals email is to be sent to the whānau if an ongoing issue of concern.

## General Attendance Measures

- Kaiako|Teachers will regularly communicate with home (and/or with students if appropriate) to ensure open communication about any concerns or challenges.
- The Tumuaki|Principal regularly reviews and tracks the attendance of identified ākonga|students throughout the term.
- The Attendance Notes page on Hero is used to record any conversations or actions related to attendance.
- The School promptly addresses any concerns raised and supports ākonga|students' needs where possible, i.e. referring to specialists/external agencies.
- The Learning Support Co-ordinator is engaged as necessary.
- Regular termly reporting to the Board of Trustees outlines the number of ākonga|students in each step, actions taken, plus termly attendance goals/targets.



# Te Kura o Tiori - Burnham School STAR Attendance:

## A shared responsibility

Less than 5 days  
absent per term

**Good  
Attendance**

Up to 10 days  
absent per term

**Worrying  
Attendance**

Up to 15 days  
per term

**Concerning  
Attendance**

More than 15 days  
absent per term

**Very Concerning  
Attendance**

**Whānau:**

Ensure your child  
is attending  
school everyday.  
**Set good habits and  
routines that promote  
attendance.**

**Whānau:**

An **attendance update**  
will let you know that more  
than 5 days have been  
recorded absent that term.  
**Let us know if you need  
support in this area.**

**Whānau:**

An **attendance alert**  
outlines the impact of  
frequent absence on  
learning and connection.  
**Make changes to help  
improve attendance.**

**Whānau:**

Steps must be taken to  
improve attendance levels.  
**Meetings, supports and  
attendance plans maybe  
required.**

**School will:**

Communicate importance  
of attendance.  
**Educate, inform and  
support regular  
attendance**

**School will:**

Monitor your child for  
patterns of absence.  
**Help address any issue  
impacting attendance.**

**School will:**

Contact you and identify  
areas support may be  
required. **Implement a 5-  
week monitor and review  
plan**

**School will:**

Issue formal notices of  
concerning attendance.  
**Contact Attendance  
Services for assistance if  
ongoing.**

Regular attendance is crucial  
for your child's learning and  
wellbeing.

Open communication with  
the school is essential.

Early intervention helps  
prevent prolonged absences.

Support is available; don't  
hesitate to seek assistance.

# Te Kura o Tiori – Burnham School STAR Attendance

## Stepped Attendance Measures

### Less than 5 days absent (90% - 100% attendance):

- Whānau can monitor attendance on the Hero app.
- School communications around attendance inform, educate and celebrate.

### Up to 10 days absent (80% - 89% attendance):

- Whānau will receive a termly “Attendance Update” on Hero if their tamariki child’s attendance is less than 90% for the term.
- Kura|School’s “Attendance: A shared responsibility” is shared with the whānau.
- Ākonga|Students less than 85% are individually monitored and classified by the Principal for attendance patterns, across or within terms.

### Up to 15 days absent (70% - 79% attendance):

- Whānau will receive a termly “ Attendance Alert - Concerning Attendance ” if their tamariki|child’s attendance is less than 80% for the term.
- The Ministry's “Getting Back to School Guide” is shared directly with whānau.
- Teachers connect with families and/or students to investigate potential reasons for absence if ongoing or of concern.
- Communications recorded on Hero.
- If absence is ongoing or of concern, students are placed on a 5-week review period.

### 15 days or more absent (Less than 70%):

- Whānau will receive an “ Attendance Alert - very concerning attendance ” on Hero.
- If the pattern is repeated across previous terms and/or is of concern, a personalised letter from the Tumuaki|Principal outlining current and historical attendance patterns is emailed, offering extra support and/or a meeting.



# Te Kura o Tiori – Burnham School STAR Attendance

## Stepped Attendance Measures

### Continued less than 70% attendance:

- An attendance meeting or call is scheduled with the whānau, where an individual attendance plan is put into place, and further support will be discussed.

### No improvement in attendance :

- Attendance Services will be engaged should attendance not improve despite the above steps and support offered.

