Brightwater School
Te Kura ō Waipiata

Attendance Management Plan

Approval:	*Date* 6-11-25 *School board signature*	**Published on:**	www.brightwater.school.nz
Effective date:	*Term 1 2026*	**Review date:**	*Annually*

Overarching attendance objectives and strategic priorities

- *Purpose:*
  This Attendance management Plan sets out Brightwater School's approach to identifying and responding to student absences. The plan supports improved engagement, equity and wellbeing for all students, and aligns with the Ministry of Education's Stepped Attendance Response (STAR).

  We believe regular attendance is critical to student wellbeing and achievement. Our school promotes a culture where attendance is valued, monitored, and supported through strong relationships, clear communication and proactive interventions.

Attendance policy

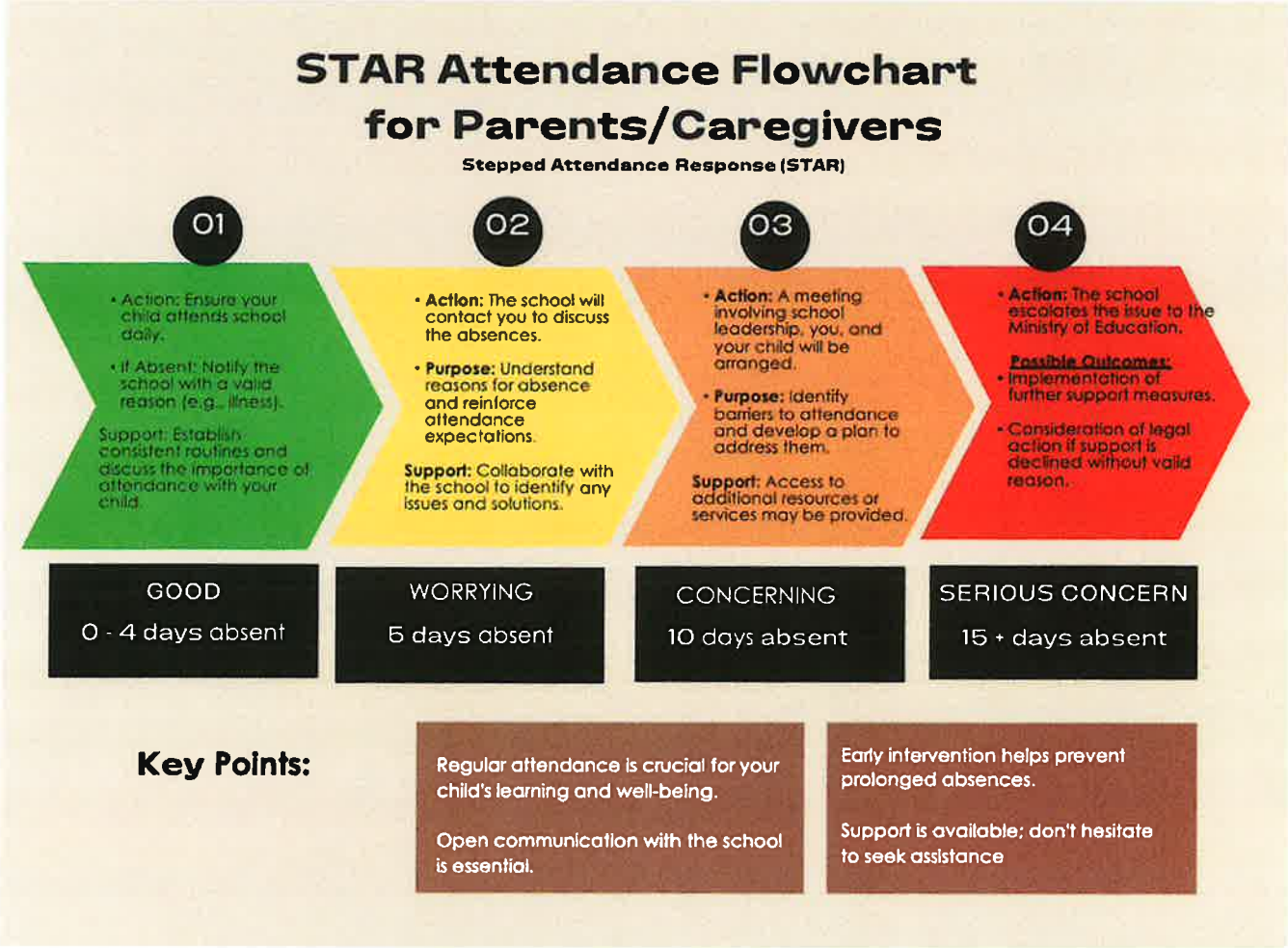
This plan sets out our school's strategy and process for identifying, responding to, and reducing student absences, in accordance with sections 137A-137D of the Education and Training Act. Our focus is on supporting students and whānau to ensure consistent engagement in learning.

This plan aligns to our School Docs policy and procedures related to regular attendance and attendance procedures.

Our Key legal obligations under the Education and Training Act 2020, include:

- Compulsory enrolment and regular attendance requirements
- Board responsibilities to take all reasonable steps to ensure attendance
- Parent/guardian obligations to ensure children attend school

- Expectations of parents, students, and staff in relation to student absence.



Attendance management procedures

Administration Officer	**Monitor SMS daily, follow up on unexplained absences, communicate with caregivers, maintain accurate records, liaise with teaching staff and co-ordinate referrals in consultation with the SENCO, Deputy Principal and Principal** **Enter reliever rolls, print and file reports, manage morning and afternoon checklists**
Classroom Teachers	**Accurately mark the rolls on SMS (by 9.30am and 1.30pm), report concerns, keep caregiver notes, respond to attendance snapshots**
Deputy Principal / Principal	**Approve extended leave, manage serious attendance concerns, initiate and oversee referrals.**
Whānau, Caregivers	**Notify school of absences via phone, app or email**

Attendance Monitoring Process

Daily Monitoring (am and pm)

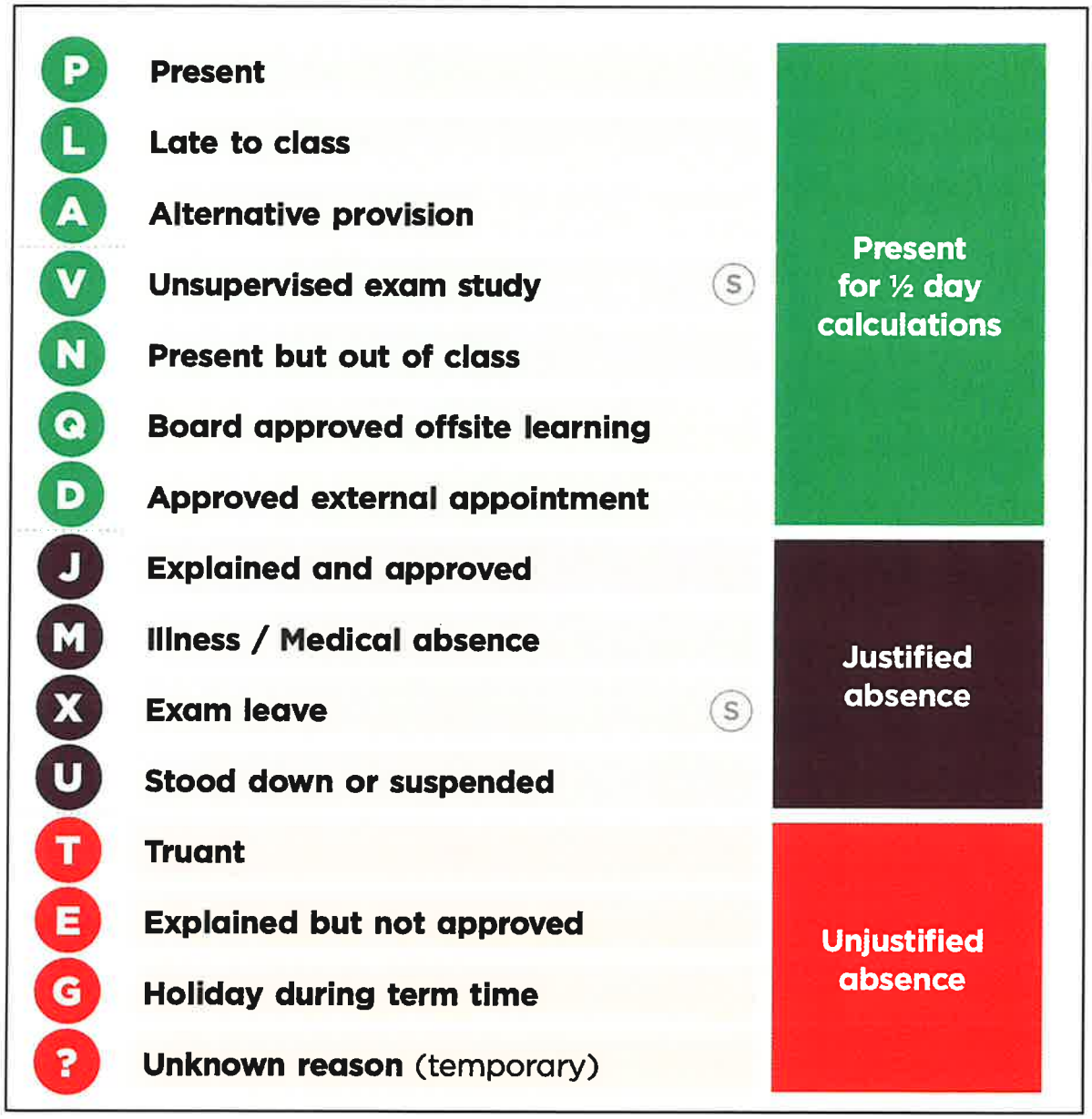
- Teachers mark attendance in SMS by 9.30am and gain in the afternoon by 1.30pm
- Late arrivals sign in at the office or are notified of lateness by caregiver
- Office Administrator checks 'Status Today' and unexplained absences
- Call or text sent to caregivers for any unexplained absences to confirm / clarify
- All communications and codes are recorded in SMS

Stepped Responsibilities to Absence (STAR-Aligned)

Level	Threshold	Action
Tier 1	0-4 days absent per term	Monitor – no action if justified
Tier 2	5-9 days absent	Teacher checks in with student. Office administrator checks in with caregiver
Tier 3	10-14 days absent	Attendance data shared with teacher. DP / Principal notified Phone call to caregiver
Tier 4	15+ days or patterns of concern	Letter of attendance concern sent to caregiver Referral made

		Support meeting with whānau and SLT
Chronic Absence	On-going poor absence across terms	Individualised attendance plan developed External agency support

Responding to Absence Types



Communication with Whānau

Whānau can notify the school via:

- School App
- Phone call
- Email

Lateness Follow-up:

When a student is late six or more times in a term (this excludes medical / dental appointments) the school will contact caregivers outlining the pattern of lateness, its impact on learning and expectations for improvement.

Monitoring and measuring progress

- This plan will be reviewed annually by SLT and the board, or earlier if required by changes to Ministry regulations
- The plan will be published on the school website by Term 1 2026