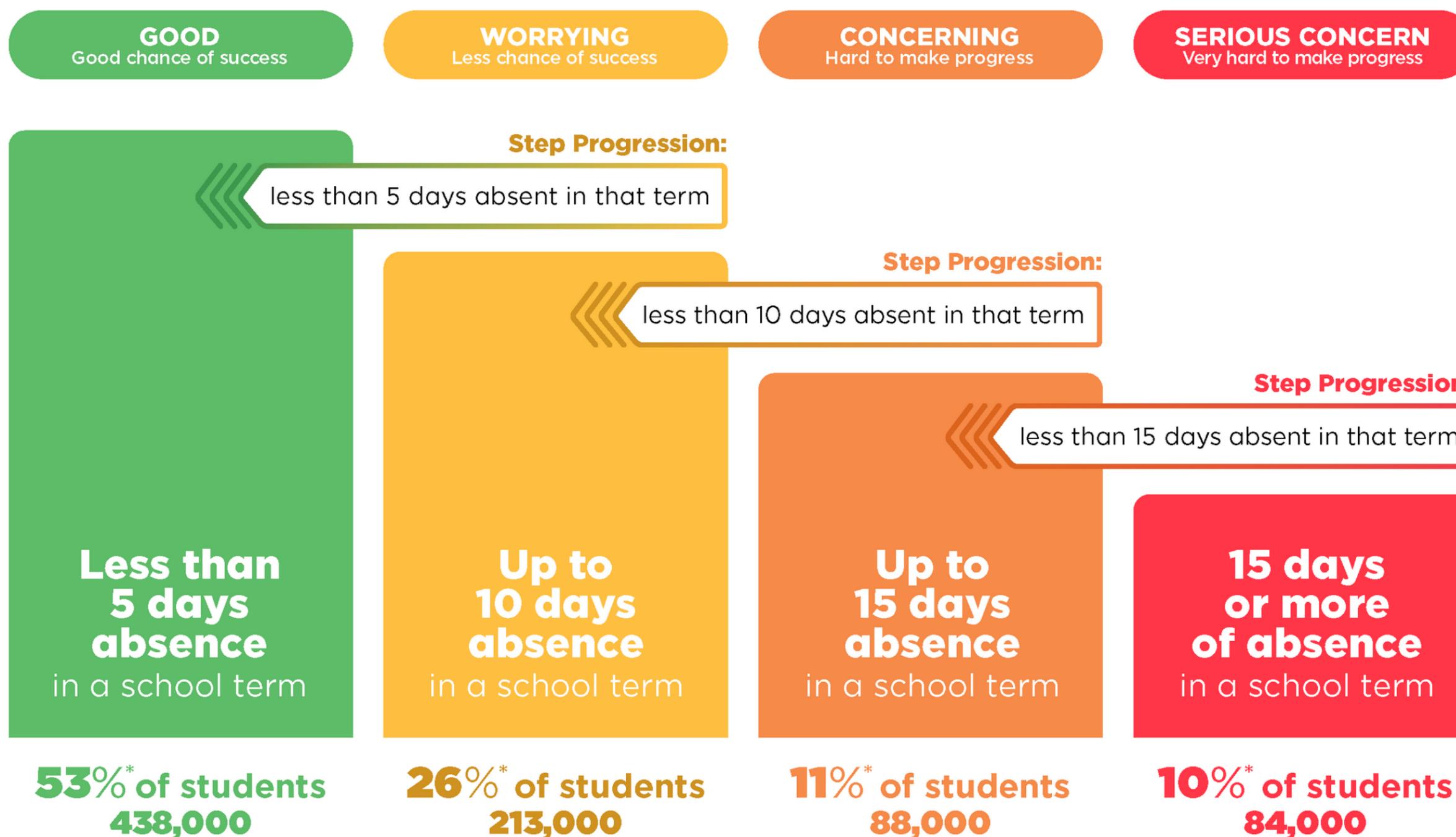# Stepped Attendance Response – **STAR**

Responding to all absences

The Government's target is for **80% of students to attend regularly,** that is to attend school more than **90% of the time.**

Te Tāhuhu o te Mātauranga
Ministry of Education

GOOD Good chance of success	**WORRYING** Less chance of success	**CONCERNING** Hard to make progress	**SERIOUS CONCERN** Very hard to make progress

Step Progression:
less than 5 days absent in that term

Step Progression:
less than 10 days absent in that term

Step Progression:
less than 15 days absent in that term

Less than 5 days absence in a school term

Up to 10 days absence in a school term

Up to 15 days absence in a school term

15 days or more of absence in a school term

53% of students
438,000

26% of students
213,000

11% of students
88,000

10% of students
84,000

* These approximate numbers of students are based on the numbers of students in the regular attendance categories in Term 2 2024.

Stepped Attendance Response – STAR

ALBANY SENIOR HIGH SCHOOL
Ōkahukura Mātua

Responding to all absences

GOOD	WORRYING	CONCERNING	SERIOUS CONCERN
Good chance of success	Less chance of success	Hard to make progress	Very hard to make progress

GOOD — Less than 5 days absence in a school term

Parents / Guardians / Whānau

- Ensure akonga attends every day they are able
- Reinforce good attendance habits
- Maintain open communication with the school
- Follow the school attendance management plan and associated policies and processes
- Notify absence reasons via the Parent Portal

Albany Senior High School

- Tutor establishes and clearly communicates good attendance habits to akonga and whānau at the start of the school year, and each term (via Kamar email)
- Tutor discusses absence concerns with the student
- Tutors monitor attendance and update
- Tutors change ? to T with no valid explanation provided
- Tutor notes concerns in a pastoral record in Kamar
- Provide students with regular updates on their own attendance
- Use school level approaches to promote good social and learning environment
  - Consider changes that could support the learner?
  - What are possible challenges affecting attendance?
- Report regularly to parents on attendance of their akonga if concerns or patterns arise.

WORRYING — Up to 10 days absence in a school term

Parents / Guardians / Whānau

- Return student to regular attendance
- Contact school to discuss reasons for absence
- Support student to catch up on missed learning
- Engage in supports offered
- Notify absence reasons via the Parent Portal

Albany Senior High School

- Tutor sends formal notification via email to contact whānau/guardian to discuss reasons for absence
- Tutor note attendance concern in KAMAR and shared steps taken so far
- If specific to Impact, Tutor liaises with Impact Leader to make contact with whānau
- Use in-school resources as appropriate to remove barriers
  - Consider changes that could support the learner?
  - What are possible challenges affecting attendance?
- Tutor contact whānau to discuss attendance concerns and establish expectations and agreed changes.
- Support students to catch up missed learning where required
- Attendance guideline - 5 x medical absence in a pattern of inattendance (non-consecutive days eg: Wednesdays) require medical certificate to validate ongoing medical issues. Whānau contacted and attendance code changed to E not M if not provided.

Plus previous responses

CONCERNING — Up to 15 days absence in a school term

Parents / Guardians / Whānau

- Return student to regular attendance
- Attend meeting at the school to analyse reasons for absence and to collaborate on a support plan
- Implement strategies at home
- Notify absence reasons via the Parent Portal

Albany Senior High School

- Tutor sends a formal notification of escalated concern to whānau and notify Deputy Principal
- Deputy Principal, Tutor and whānau hold meeting to analyse reasons for absence and to collaborate on a support plan.
- Develop and implement a plan tailored to the reasons and circumstances around the young person's absence
- Improvement target of at least 20% set at hui (4 week period), monitoring of attendance and progress implemented via Engagement contract.
- Attendance strategy and target noted in Kamar
- Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed (UPSK, WBC/TECH)
- Deputy Principal sets date for review of interventions and outlined next steps.
- Deputy Principal and Tutor hold a hui with whānau and student to review Engagement contract results.

Plus previous responses

SERIOUS CONCERN — 15 days or more absence in a school term

Parents / Guardians / Whānau

- Return student to regular attendance
- Attend meeting at the school to analyse reasons
- Engage in hui and commit to an improvement plan
- Participate in regular meetings
- Notify absence reasons via the Parent Portal

Albany Senior High School

- Deputy Principal makes contact to arrange meeting with whānau with a focus on last steps, potential pathways and external opportunities.
- Deputy Principal sends notice of potential removal from the ASHS roll (if over 16yrs old)
- Deputy Principal makes referral to Truancy Services (if under 16yrs)
- Deputy Principal implements a Principals Attendance contract, monitor improvement plan for 4 further weeks with a target of minimum 20% improvement.
- Deputy Principal notify MOE as they may provide direct support to whānau where required - also consider alternate/dual enrolment.
- Deputy Principal escalate notifications and participate with multi-agency response if medical or wellbeing centred.
- Deputy Principal undertake school-led prosecution (Discipline steps), or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up.
- Deputy Principal unenrol students who will not be returning to school.

Plus previous responses

Attendance Code Decision Tree

Updated 1 April 2025

Te Tāhuhu o te Mātauranga
Ministry of Education

Is the student present?

YES → **Are they in class?**

- **YES**
  - **P** Present
  - **L** Late to class
  - **A** Alternative provision
- **NO**
  - **V** Unsupervised exam study (S)
  - **N** Present but out of class
  - **Q** Board approved offsite learning
  - **D** Approved external appointment

→ **Present for ½ day calculations**

NO → **Is the absence approved?**

- **YES**
  - **J** Explained and approved
  - **M** Illness / Medical absence
  - **X** Exam leave (S)
  - **U** Stood down or suspended

→ **Justified absence**

- **NO**
  - **T** Truant
  - **E** Explained but not approved
  - **G** Holiday during term time
  - **?** Unknown reason (temporary)

→ **Unjustified absence**

For more information visit: **education.govt.nz/attendance-register**

(S) Secondary schools only