

Mayfield School

Attendance Management Plan and supporting STAR procedures - 2026

Strategic Priorities

Strategic Goal- Whakawhanaungatanga: Develop powerful, inclusive, responsive and reciprocal partnerships that support our Tamariki and their Whānau identity, self-belief, engagement and educational achievement.

75% of students will be attending school 90% of the time, based on accumulative data at the end of term 4.

Strategic Initiative- Strengthen and embed schoolwide attendance systems and Whānau engagement strategies, with the support of the Attendance Support Liaison, to improve attendance rates and increase student engagement in learning.

Initiative- Actions: Work in partnership with the Marlborough Attendance Service to develop and enact targeted interventions aimed at increasing attendance for our tamariki's.

Initiative Outcomes: Increased consistency of attendance among previously at-risk Tamariki and identifying Tamariki before trends or patterns develop. These lead to enhanced participation progress and achievement within the classroom, and develop a sense of belonging/ whanaungatanga.

Board responsibilities

The Board is expected to develop and implement an Attendance Management Plan including publishing it online by the start of **Term 1 2026**. The board has taken into regard attendance guidelines from the MoE (Stepped Attendance Response: STAR), when developing our plan. The board will periodically review our plan.

Principal responsibilities

Procedures/supporting documentation

The principal will provide whānau with information regarding student attendance at enrolment and each term in the school newsletter. This will include the Stepped Attendance Response (STAR) and the Everyday at School Matters poster.

Every Day at School Matters



Updated Stepped
Attendance Respon:

Attendance Management Procedure - Stepped Attendance Response

Monitoring

Board's monitoring and reporting

procedures. Next review: Term 1 2027

Attendance Procedures - Mayfield School- SchoolDocs (Board reviews the attendance policy each year in Term 3)

Mayfield School is transitioning towards the new attendance model and attendance management plan required by the Ministry of Education. Changes have been made for the start of term 1 2026.

Mayfield School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with students and their parents/caregivers, and all staff are responsible for reminding students of these expectations.

Recording attendance

We record attendance accurately to ensure all students are accounted for, including for emergency situations. The school provides attendance data to the Ministry of Education each day, as required by the Education and Training Act 2020 and Education (School Attendance) Regulations 2024. We monitor absence patterns using our student management system (Hero) and notify parents/caregivers of any concerns.

Classroom teachers, learning support staff, and office staff work together to ensure attendance is recorded correctly. Relievers, itinerant teachers, and specialist teachers provide attendance information as necessary to the relevant teacher, or directly to the school office.

We record students as present or absent using Ministry of Education attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday or other unsatisfactory reason), and we record this in our attendance register.

Monitoring attendance

The school office receives attendance information from classroom teachers and/or relievers, itinerant, or specialist teachers, and is responsible for checking and updating attendance information (e.g. due to students arriving late or going home early). Office staff follow up absences, monitor for changes or trends in student attendance, and coordinate with relevant staff as needed.

Staff are encouraged to report any attendance concerns to the principal.

The Ministry of Education collects attendance data from the school, including:

- *the proportion of students who attend regularly*
- *students with five or more full days of unjustified absence in a term*
- *absences remaining unexplained at the end of each week.*

Student absences

Parents/Caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent. A reason for absence must be provided no later than 9 am. Mayfield School will contact parents/caregivers directly if no explanation is provided for student absence.

Under the Education and Training Act 2020 (s 45), the principal may allow a student to be absent from school for up to five days if there is a justified reason for absence (e.g. due to illness, a funeral or tangihanga, or other approved reason at the discretion of the school). For planned absences, requests must be made to the principal at least one week before the planned event.

The principal has discretion to approve or deny requests, based on criteria including:

- *the benefit to education for the student (including qualifications and experience of course providers as relevant)*
- *the length of time away from regular school programmes that the activity will require.*

*If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated (e.g. if a student has gone home due to illness). If necessary, we follow up with parents/guardians and/or emergency contacts. We may also follow our **Missing Student Procedure**.*

Following up unexplained absences

Mayfield School takes all reasonable steps to ensure students attend school while it is open, including following up unexplained absences.

Our follow-up actions may include:

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- *analysing attendance data for patterns of absence - attendance officer*
- *contacting parents/caregivers to outline attendance expectations - Office admin / Attendance Officer*
- *meeting with students and their parents/caregivers to discuss strategies for improving attendance - Attendance Officer*
- *discussing school programmes with relevant staff to better meet the needs of students at risk of disengagement - Senior Leadership Team*

The board has appointed an attendance officer who has authority to follow up absences with students and their parents/caregivers directly.

*We may also refer students with extended or persistent absences to **Attendance services***

. Related policies

- **Communicating with Parents and Whānau**
- **Missing Student Procedure**

Legislation

- *Education and Training Act 2020*
- *Education (School Attendance) Regulations 2024*

Legislative compliance/ Legislation

Relevant legislation this plan supports

Education and Training Act 2020 No 38 (as at 22 October 2025), Public Act Contents –
New Zealand Legislation

Education Attendance rules

Education Attendance Management Plan regulations (yet to be passed)

Reviewed: Term 1 2026

Next review: Term 1 2027

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Attendance Management Procedure- Stepped Attendance Response

Overarching attendance statements that support student attendance.

The government has set a goal for regular attendance in schools at 80% of students attending school 90% of the time, which equates to 5 days or less absent each term. The government has introduced the STAR (Stepped Attendance Response) and we have aligned our procedures to the guidelines in STAR. We have published to whānau what expectations are for Whānau, School and Ministry of Education when a student is away from school for 5 days, 10 days and 15 days within a term. We have developed a flowchart of expectations for classroom teachers, administration staff, Attendance Support Liaison (ASL) and SLT so each person knows what is expected of them within their role.

Parent/Whanau responsibilities:

Parent/whanau responsibilities that support student attendance.

Less than 5 days absent within a school term: Whānau are ensuring students are attending every day they are able. Reinforce good attendance habits with them and support other parents with theirs. Have open communication with the school. Follow school attendance management plan and associated policies and procedures. Up to 10 days' absence in a school term: Return students to regular attendance, contact school for reasons for absence. Support students to catch up on missed learning and engage in support offered. Up to 15 days absent within a school term: Return student to regular attendance, attend meeting to discuss barriers and support plans for at school and at home, for increased attendance. 15 days or more absent in a school term: Return student to regular attendance, engage with support plan and agencies offered, participate in regular meetings and have open communication with the school.

School responsibilities

Our school's responsibility to support student attendance.

Less than 5 days absent within a school term: Deliver clear communications to whānau on attendance expectations on enrolment, at the start of the year and start of each term. Communicate the steps the school will take, if their child is absent from school (STAR) and communicate with each absence and send out first letter of concern at 5 days absent, communicate good attendance habits to the student and whānau. Monitor attendance and maintain contact details of whānau, update at the beginning of each year. Report regularly on their child's attendance rates, support students getting to school. Up to 10 days absence within a school term: Send second letter to communicate non-attendance rates and organize a meeting to discuss barriers and if support needed (use in school and out of school resources to remove barriers). Support students to catch up on missed learning where required. Up to 15 days absence within a school term: Hold meetings to discuss barriers or reasons for absence and collaborate on a support plan (make this a tailored plan for the student and the reasons for absences), Send escalated letter to advise parents of the next steps if their child continues to be absent. 15 days or more absent in a school term: Send a letter and make a phone call to advise whānau that their child has been referred to Marlborough Attendance Service. Participate in multi-agency response to increase attendance, implement and monitor attendance plan. Unenroll students who will not be returning to school.

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