

Lindisfarne College Attendance Management Plan and supporting STAR procedures



Strategic Priorities

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

Our school currently has 69% regular attendance and a target of lifting regular attendance to 80% 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.

Rector/SLT responsibilities

The Rector/SLT 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 to and actions taken are recorded and align 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 (STAR)- see below

Monitoring

- The Rector/SLT 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: November 2026

Attendance Management Procedure

Stepped Attendance Response



LINDISFARNE
COLLEGE

- We recognise the importance of regular attendance to help our students achieve their educational potential.
- Our attendance procedures ensure students are accounted for during school hours. This allows school staff to identify and respond to student attendance concerns.
- We have a stepped attendance response to ensure we can 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 and external agencies, where necessary to improve our levels of student attendance.
- We have identified that the major trends impacting the number of our students achieving regular attendance (90%+) are:
 - Overseas travel during term time
 - Extra curricular and external activity involvement

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
- avoid holidays during term time
- manage their son's extra curricular involvement to ensure their time in class is prioritized.

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 attendance of their child.

School Procedures

- The Rector will appoint staff and delegate duties, to manage the recording of 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. Specifically, our reception team will provide weekly tutor and Dean attendance reports.
- Classroom/tutor teachers are responsible for recording student attendance to their class each period in the first 15 minutes of each lesson.
- Tutor/class teachers are responsible for maintaining accurate and up-to -date records within KAMAR and supporting the attendance systems. Tutor teachers will also monitor and follow-up on lateness and unexplained attendance.
- Deans and AR Pastoral are responsible for monitoring student attendance for their respective cohorts, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.
- Parents will receive student attendance data daily via the SchoolBridge App.
- Outside agencies will be used as appropriate to support attendance. This remains necessary only rarely for our community.
- Students will be identified at the STAR 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 Lindisfarne College. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in KAMAR. The pastoral care team meets weekly on a Tuesday morning. If you have any questions about our Stepped Attendance Response or procedures, please contact Mr David Cournane (cournane.david@lindisfarne.school.nz)

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

Pastoral care team meets Tuesday mornings. Any attendance data related questions please contact reception@lindisfarne.school.nz. **For all other attendance queries please contact Mr David Cournane.**

Day to Day Operations

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, Life @ Lindisfarne, website and SchoolBridge to set expectations and provide guidance to parents Investigate adding attendance data to student reporting throughout the year	Rector School board Assistant Rector Pastoral	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms. Work with parents and students, where appropriate. Text based reminder to be sent from 10-11am for all unexplained absences for that day.
Following up absences daily	Use KAMAR and ENS to quickly identify all student absences and communicate these to parents Follow-up daily with parents about any unexplained absences	Classroom teachers Administration team	Text based reminder to be sent from 10-11am for all unexplained absences for that day.
Minimise disruptions to the school day and week, whilst maintaining value for a holistic education	School boards and school leadership prioritise school hours to be for learning. Detailed planning and consideration when setting the calendar.	School leadership team Deputy Rector Operations	
Assess history of new students and proactively plan for potential issues	When enrolling, identify issues or trends in attendance history.	Dean/ Assistant Rector – Pastoral (new students)	Use our “welcome to school” hui with whanau at beginning of year for year 9 students.
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Mr David Cournane

GOOD ATTENDANCE Good chance of success	WORRYING ATTENDANCE Less chance of success	CONCERNING ATTENDANCE Hard to make progress	VERY CONCERNING ATTENDANCE Very hard to make progress
0 - 4	5 - 9	10 - 11	15+ days absence
If your child is regularly attending, you can expect:	If your child has some absences, you can expect:	If your child has many absences, you can expect:	If your child has a lot of absences, you can expect:
We will stay in regular contact with you about your child's attendance. We will follow up to find out the reason when they aren't at school.	We will work with you to identify any barriers to attendance. We may provide support to help them catch up and stay on track.	We will work with you to develop a plan to support their attendance and learning. We may seek support from the Attendance Service or other agencies to remove barriers to attendance.	We will continue to work with you to implement the plan to support their attendance and learning. We will seek support of the Attendance Service or other agencies to support their return to school.

GOOD ATTENDANCE- Students with less than 5 days absence in a term

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Identify all student absences	Administration team	Follow-up all absences to confirm reason for absence
Maintain contact details and ensure they are accurate and up to date	Communicate this to parents	Pastoral and Administration teams	Parents asked to check details annually
Provide students with regular updates on their own attendance via SchoolBridge and in tutor time	Provide regular reporting via SchoolBridge and in tutor time discussions	Tutor Teacher	Updates constantly available to students and parents through SchoolBridge
Report regularly to parents on attendance of their child	Providing weekly notes on attendance to parents via SchoolBridge	Tutor teacher	Updates sent to students and parents through weekly notes
Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence			

WORRYING ATTENDANCE- Students with 5-9 days absence in a term

Activities	Practice	Responsible Person	Notes & Actions
Contact parents by email to find reasons for absence and the impact this is having on learning	After 5 days of absence send email to parent (templates to be made available in KAMAR).	Tutor Teacher	Record actions taken in KAMAR.
	Phone contact to be used if this is not the first time student has met the threshold	(Any concerns of next steps discuss options with year level Dean.)	If there is no action taken due to individual circumstance- record this against student record.
			Follow-up to be within 2 schools days of meeting the threshold.
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	Classroom Teachers and Dean	Discuss with student in class. Follow up the responsibility of the student in the first instance (Resilient and Self-Managing)
			Monitor internal assessments missed. (Year 11-13). Coordinate resubmission opportunity if absence was justified.
Use in-school resources as appropriate to remove barriers e.g. counsellor, uniform support, bus pass, Matron	Contact pastoral care team if barriers identified that the school could assist with	Year Level Dean, Assistant Rector Pastoral, Counsellor	Parents and student provided access to additional resources.
			Consider bus pass, uniform, counsellor/ nurse appointments

Between 5-9 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance.

For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.

If there is no action taken due to individual circumstance - record this against student record.

CONCERNING ATTENDANCE- Students with 10-14 days absence in a term

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent	Year Level Dean	Record actions taken in KAMAR.
	Email and/or phone call as required for escalation.		
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents/caregiver and student.	Dean and/or Assistant Rector Pastoral	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, especially the student.	Dean and/or Assistant Rector Pastoral	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available	Dean and/or Assistant Rector Pastoral	
Between 10-14 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			

VERY CONCERNING ATTENDANCE- Students with greater than 15 days absence in a term

Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email if necessary, with a phone call follow up	Assistant Rector Pastoral	
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.	Assistant Rector Pastoral and Dean	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	Assistant Rector Pastoral, Counsellor and Rector	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	Assistant Rector Pastoral and Dean	Support plan in place Continue monitoring Steps taken to reintegrate student
Over 15 days absence, investigate reasons for this absence and refer to dean and/or pastoral team for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			