

Attendance Management Plan and supporting STAR procedures- James Hargest College

Strategic Priorities

Attendance Policy

Strategic Plan

GOAL 2: Engagement and Broader Educational Success

"Our vision is to foster healthy all round development and personal success.." ..helping young people build their personal identity and hauora." (JHC Vision)

- Engagement indicators of Senior Retention and Destination data, Attendance, Stand Downs and Suspensions will be analysed and deliberately actioned.

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.

James Hargest currently has 58% regular attendance of 90% or above. We have a target of lifting regular attendance to 80% by the end of 2030.

Board responsibilities

The Board is responsible for taking all reasonable steps to ensure that 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.

Principal responsibilities

Procedures/supporting documentation

The Principal 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 recorded aligned with the thresholds
- Ensure all students, whānau 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.

Attendance Management Procedure - Stepped Attendance Response

[Stepped Attendance Plan](#)

Monitoring

The Principal will maintain reporting of daily attendance data.

The Board will receive monthly 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 Management Plan regulations \(yet to be passed\)](#)

Reviewed:

October 2025

Next review: October 2026

Attendance Management Procedure- Stepped Attendance Response

We recognise the importance of regular attendance to help students achieve their educational potential.

Our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and respond to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students of concern 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, whānau and caregivers, staff and external agencies, where necessary to improve our levels of student attendance.

Parent/Whānau responsibilities:

- Ensure students attend every day they are able
- Helping establish good attendance habits
- Openly and honestly communicate with the school in a timely manner
- Follow the school's attendance management plan and associated attendance policies and procedures.
- Support their children at attendance hui

School responsibilities

- Clear communication to whānau and students on attendance expectations on enrolment and regularly throughout the year
- Communicate to whānau what steps the school will take if the student is absent from school
- Monitor student attendance and follow the James Hargest College STAR attendance plan and procedures

School Procedures

The Principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register(Kamar) 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.

Whānau will receive student attendance data through regular reporting of the Hargest Way, parent portal, daily link call notifying of unreported period one absences and mid year and end of year school reports

Attached is the Stepped Attendance Response Activities for our school. All actions taken to respond to absences will be recorded in Kamar.

Teachers are responsible for recording student attendance each period/ half day basis. They are responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow-up on lateness

Form/Homeroom Teachers are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Deans/SLT will be kept informed of serious student absence situations and respond according to the STAR plan.

Outside agencies will be used as appropriate to support attendance.

Patterns of attendance and specific interventions being used will be monitored by the pastoral team/SLT to review outcomes and effectiveness of these interventions

