



Attendance Management Plan

Dominion Road School

Board Approval	Date: 2 December 2025	Published On	www.dominionrd.school.nz
Effective Date	3 February 2026	Review Date	December 2026

Strategic Priorities

At Dominion Road School we recognise the fundamental importance of regular attendance to support students' academic, social and emotional growth. Consistent attendance provides students with the opportunity to benefit from a full curriculum and build strong relationships with a better chance of ensuring that they are well prepared for the future.

This Attendance Management Plan aligns with and supports our school's Strategic and Annual Implementation Plan, where attendance targets and goals are clearly identified.

School Attendance Targets 2026

The government's regular attendance target is for 80% of students to be present at school for more than 90% each term, by 2030.

- As at Term 3, 2025, our school has 56% of its students regularly attending school for 90% or more of the time (Source: Every Day Matters)
- Our attendance target is to increase this percentage by 5% each year. For 2026 we will be aiming to have 60% of students regularly attending school

Key Legal Obligations

Key Legal Obligations under the Education and Training Act 2020 & Education & Training Amendment Act (2025):

- Compulsory Enrolment and Regular Attendance (s35, 2020) - students between six and sixteen years old must be enrolled at school. Once enrolled it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and the Ministry of Education
- Board Responsibilities (s127, 2025): to give effect to its obligation to take all reasonable steps to ensure that the school's students attend the school when it is open
- Parent/Guardian Obligations (s244, 2020): Parents and guardians have legal obligations to ensure their students attend school
- All state and state-integrated schools will be required to implement an Attendance Management Plan by Term 1, 2026 (subject to legislation being passed)
- The government target for attendance is that 80% of students will be attending school 90% or more of the time by 2030

Key Responsibilities

The board is responsible for:

- having a commitment to support students to attend school regularly
- having processes and procedures in place to support a stepped attendance response to student absence that uses data-based thresholds to identify students
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing the school's *Attendance Management Plan* on the school website

The school (through the principal) is responsible for:

- developing and implementing a stepped attendance response plan (STAR)
- ensuring that student absence is followed up on each day, investigated and responded to
- ensuring that all students, whānau and staff understand the processes and procedures that support student attendance
- monitoring attendance trends/patterns
- reporting regularly to parents and caregivers on the attendance of their child
- reporting to the board on any trends, barriers and interventions being used to support student attendance

Parents/Whānau are responsible for:

- ensuring their children are at school every day
- reinforcing good attendance habits
- notifying the school if their child will be away with a reason given
- not taking their child out of school for prolonged periods of time during the term. If this is unavoidable a *Leave of Absence Form* needs to be completed and approved by the principal
- working with the school to resolve any barriers or concerns
- following the school's *Attendance Management Plan*

Attendance Policy

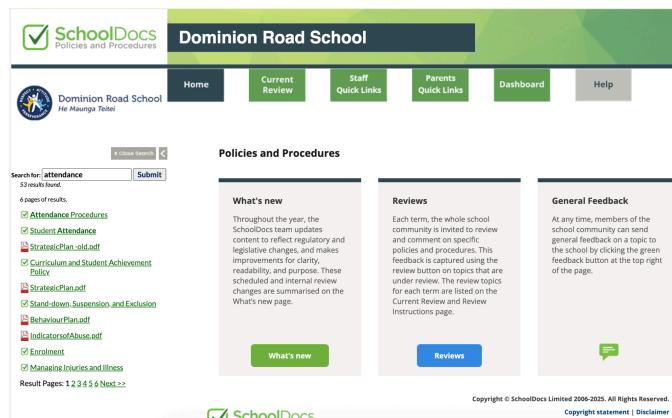
Please visit www.schooldocs.co.nz for our attendance policy and procedures

Click on: 'Search for your School'

In the search bar, type in Dominion Road School

Enter username: dominionrd

Enter password: drs



The screenshot shows the SchoolDocs Policies and Procedures website. At the top, there is a navigation bar with tabs for Home, Current Review, Staff Quick Links, Parents Quick Links, Dashboard, and Help. The 'Home' tab is active. On the left, there is a search bar with the text 'attendance' and a 'Submit' button. Below the search bar, it says '53 results found.' and lists several documents with checkboxes:

- Attendance Procedure
- Student Attendance
- Curriculum and Student Achievement Policy
- StrategicPlan.pdf
- Curriculum and Student Achievement Policy
- StrategicPlan.pdf
- Stand-down, Suspension and Exclusion
- BehaviourPlan.pdf
- IndicatorsofAbuse.pdf
- Enrolment
- ManagingInjuriesandIllness

At the bottom of the search results, it says 'Result Page: 1 2 3 4 5 6 Next >>'. On the right side of the page, there are three columns: 'Policies and Procedures' (with sections for 'What's new', 'Reviews', and 'General Feedback'), 'What's new' (with a brief description of the updates), 'Reviews' (with a brief description of the review process), and 'General Feedback' (with a brief description of how feedback is sent to the school). The footer of the page includes the SchoolDocs logo and copyright information: 'Copyright © SchoolDocs Limited 2006-2025. All Rights Reserved. Copyright statement | Disclaimer'.

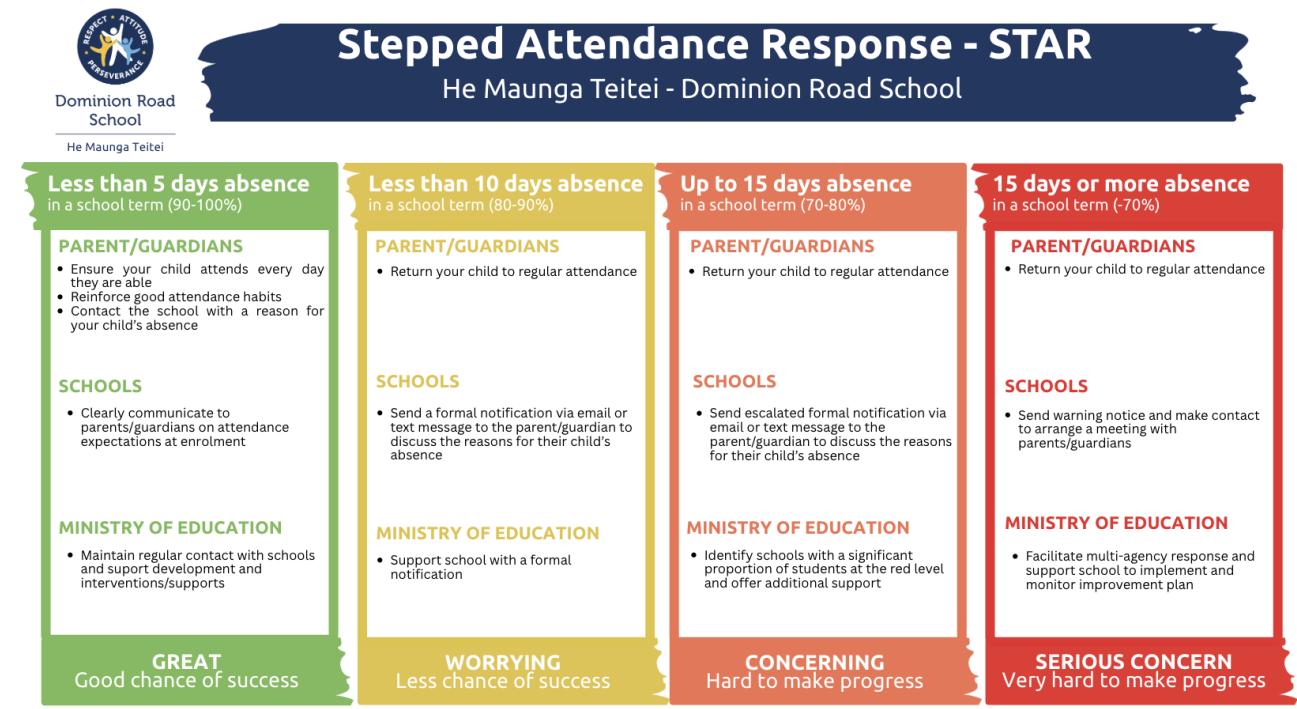
Attendance Management Procedures

Daily Attendance Procedures and Follow Up

Procedure	Detail/Action	Responsibility
Daily Attendance Register	<p>Teachers take the roll twice daily at 9.00am and 1.50pm using the school's electronic attendance register (Etap).</p> <p>Relievers record attendance on a paper list and this is sent to the office for transferring to Etap</p> <p>Ensure attendance is recorded accurately</p>	Class Teacher Office
Absence Notification	<p>Parents/caregivers are expected to notify the school by email, phone call or text of their child's absence before the start of the school day, i.e. by 9.00am on the day of the absence, stating the reason for their child not attending school</p>	Whānau/ Caregiver
Non-notification Followup	<p>The office receptionist holds the main responsibility for contacting the parent/caregiver if a child has been marked absent, with no reason given.</p> <p>Contact is initially done through texting via Etap and may be followed up by another text from the school cellphone, email or phonecall</p>	Office Receptionist Office staff
Attendance Coding	<p>The school uses the Ministry of Education Approved Codes for recording attendance & absences.</p> <p>Unexplained absences are marked as 'T' for truant at the end of the day if family contact has been unsuccessful.</p>	Office Staff Teachers
Late Arrivals	<p>Students arriving late check in at the office and are entered as 'late' on Etap.</p> <p>Patterns of lateness are monitored and addressed</p>	Office Staff Associate Principal

Stepped Attendance Response (STAR) Framework

This tiered approach sets clear thresholds and corresponding parent, school & ministry responses



Attendance Category	Definitions	School Response (Stepped Intervention)
GREAT (Regular)	90-100% (Absent less than 5 days per term)	Tracking, positive reinforcement, weekly class/house challenge, individual prize draws at assemblies Class celebrations Acknowledgement in a letter sent home in Term 2 & 4 & school reports Principal lunch at end of term for 100% attendance and at school on time
WORRYING	80-89% (Absent 5-9.5 days per term)	Alert given to Associate Principal (A.P) A.P checks reasons for the absences and contacts the family if absences are not justified. Teacher/AP to check in with the family to check for any barriers. Formal email sent once at 9 days of absence with no legitimate reasons given
CONCERNING	70-79% (Absent 10-14.5 days per term)	If child continues to be away after 10 days of absence, A.P sends formal letter to the family and invites them to attend a meeting at school to discuss barriers/concerns An <i>Individual Attendance Plan</i> is created with the child and family Seek support from Attendance Services if no satisfactory/legitimate explanation or change

SERIOUS CONCERN	Less than 70% (Absent 15+ days per term)	Work with Attendance Services & other support agencies if required to get the child back to school Request a meeting with the family Formal warning letter if no traction gained
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Review and Monitoring

Attendance will be reviewed regularly by the senior leadership team and in teams, identifying any students who need intervention as per the strategic plan, as well as any trends or emerging patterns

Attendance data is collected by the Ministry of Education each day via the school's management system (Etap)

Attendance data is reported to the school board in the principal's report at each board meeting

The *Every Day Matters Attendance* report is sent to the school from the Ministry of Education at the end of each term and this is reviewed. If there are concerns the school will be contacted by the ministry.

The *Attendance Management Plan* is formally reviewed annually by the school board to ensure alignment with regulations, effectiveness and community needs

Attendance referrals and their outcomes will be reviewed and monitored in conjunction with the school's local Attendance Service (ACES)

References

- Education and Training Amendments Act, 2025, No 127 - Paramount objectives of boards in governing schools
- Education and Training Act Amendments 2025 - Attendance Management Plans, Sections 137A-D
- Stepped Attendance Response (STAR)
- Attendance Management Plans (MOE)
- Student Attendance Guide (MOE)