



# Attendance Management Plan

## Dominion Road School

<b>Board Approval</b>	<b>Date:</b> 2 December 2025	<b>Published On</b>	<b><a href="http://www.dominionrd.school.nz">www.dominionrd.school.nz</a></b>
<b>Effective Date</b>	3 February 2026	<b>Review Date</b>	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](http://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 website interface for Dominion Road School. At the top, there's a green header with the SchoolDocs logo and the school name. Below this is a navigation bar with links: Home, Current Review, Staff Quick Links, Parents Quick Links, Dashboard, and Help. A search bar is prominently displayed, showing a search for 'attendance' with 33 results found. Below the search results, there are three main content areas: 'What's new' (highlighting updates to the Attendance Procedures), 'Reviews' (inviting the school community to review policies), and 'General Feedback' (allowing members to send feedback). The page footer includes copyright information for SchoolDocs Limited 2006-2025.

## Attendance Management Procedures

### Daily Attendance Procedures and Follow Up

Procedure	Detail/Action	Responsibility
<b>Daily Attendance Register</b>	<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
<b>Absence Notification</b>	<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
<b>Non-notification Followup</b>	<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
<b>Attendance Coding</b>	<p>The school uses the Ministry of Education Approved Codes for recording attendance &amp; 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
<b>Late Arrivals</b>	<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



Dominion Road  
School  
He Maunga Teitei

### Stepped Attendance Response - STAR

He Maunga Teitei - Dominion Road School

Less than 5 days absence in a school term (90-100%)	Less than 10 days absence in a school term (80-90%)	Up to 15 days absence in a school term (70-80%)	15 days or more absence in a school term (<70%)
<b>PARENT/GUARDIANS</b> <ul style="list-style-type: none"> <li>Ensure your child attends every day they are able</li> <li>Reinforce good attendance habits</li> <li>Contact the school with a reason for your child's absence</li> </ul>	<b>PARENT/GUARDIANS</b> <ul style="list-style-type: none"> <li>Return your child to regular attendance</li> </ul>	<b>PARENT/GUARDIANS</b> <ul style="list-style-type: none"> <li>Return your child to regular attendance</li> </ul>	<b>PARENT/GUARDIANS</b> <ul style="list-style-type: none"> <li>Return your child to regular attendance</li> </ul>
<b>SCHOOLS</b> <ul style="list-style-type: none"> <li>Clearly communicate to parents/guardians on attendance expectations at enrolment</li> </ul>	<b>SCHOOLS</b> <ul style="list-style-type: none"> <li>Send a formal notification via email or text message to the parent/guardian to discuss the reasons for their child's absence</li> </ul>	<b>SCHOOLS</b> <ul style="list-style-type: none"> <li>Send escalated formal notification via email or text message to the parent/guardian to discuss the reasons for their child's absence</li> </ul>	<b>SCHOOLS</b> <ul style="list-style-type: none"> <li>Send warning notice and make contact to arrange a meeting with parents/guardians</li> </ul>
<b>MINISTRY OF EDUCATION</b> <ul style="list-style-type: none"> <li>Maintain regular contact with schools and support development and interventions/supports</li> </ul>	<b>MINISTRY OF EDUCATION</b> <ul style="list-style-type: none"> <li>Support school with a formal notification</li> </ul>	<b>MINISTRY OF EDUCATION</b> <ul style="list-style-type: none"> <li>Identify schools with a significant proportion of students at the red level and offer additional support</li> </ul>	<b>MINISTRY OF EDUCATION</b> <ul style="list-style-type: none"> <li>Facilitate multi-agency response and support school to implement and monitor improvement plan</li> </ul>
<b>GREAT</b> Good chance of success	<b>WORRYING</b> Less chance of success	<b>CONCERNING</b> Hard to make progress	<b>SERIOUS CONCERN</b> Very hard to make progress

Attendance Category	Definitions	School Response (Stepped Intervention)
<b>GREAT (Regular)</b>	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
<b>WORRYING</b>	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
<b>CONCERNING</b>	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 <a href="#">Individual Attendance Plan</a> is created with the child and family Seek support from Attendance Services if no satisfactory/legitimate explanation or change

<b>SERIOUS CONCERN</b>	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)