Attendance Management Procedure - Stepped Attendance Response (STAR)

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Purpose

This Attendance Management Plan outlines Baradene College's approach to monitoring, supporting, and responding to student attendance. The College has clear procedures to record attendance daily, track emerging patterns, and identify any concerns early. Attendance expectations and any patterns of concern are discussed with students and their families, and tailored support plans are put in place where needed to help students re-engage and attend regularly.

Regular attendance is strongly linked to academic success, wellbeing, and a sense of belonging. Even short absences can make it harder for students to keep up with learning, understand new concepts, and feel confident in their progress. Consistent attendance helps build solid foundations for learning, supports social and emotional development, and enables strong, positive relationships with teachers and peers.

The Ministry of Education defines regular attendance as students being present for at least 90% of the term, and the Government has set a national goal that 80% of students will meet this level of regular attendance by 2030. Baradene College has 73% regular attendance and a target of lifting regular attendance to 80% by the end of 2026. The College is committed to working in partnership with students and families to support every learner to be present, engaged, and able to thrive.

Baradene College Polices:

Baradene College Policies and Procedures.pdf

Baradene College Policies and Procedures Student Attendance.pdf

Parents and legal guardians

Parents and legal guardians are required to:

- enrol their child at a registered school when they turn 6 years old

- make sure their child (including enrolled 5-year-olds) attends school every day the school is open until they are at least 16 years old.

Failure to do so can result to the school or us taking legal action, including prosecution under Sections 243 and 244 of the Education and Training Act 2020.

Education and Training Act 2020 Public Act 243 Offence relating to failure to enrol – New Zealand Legislation

Education and Training Act 2020 Public Act 244 Offence relating to irregular attendance – New Zealand Legislation

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Attendance Management Procedures

1. School Hours

- School begins at 8:35am and finishes at 3:10pm.
- Students are expected to be on the school grounds by 8:30am.

2. Term Time Attendance

- Term time holidays are strongly discouraged, as programmes are carefully planned to ensure students are prepared for their next steps.
- The school's attendance plan follows the Ministry of Education guidelines.
- Absences of more than five days per term will be followed up in line with STAR thresholds. (Stepped Attendance Response – STAR)

3. Reporting Absences

- To report an absence, parents/caregivers must log in to the Parent Portal via the Baradene website or app by 8:50am.
- A reason for the absence must be provided.
- Students who are absent for more than three days in a row may require a medical certificate.

4. Lateness

Students are expected to be on time for the school day and for all classes, including Homeroom.
If a student arrives late, they must:
1. Sign in electronically and obtain a late slip from the main office.
2. Have their parent/caregiver report the reason for lateness through the Parent Portal (website or app).
3. Three unexplained instances of lateness will result in an investigation by the Dean.

5. Leaving School During the Day

- Students must not leave the school grounds without permission.
- If a student needs to leave during the school day:
  - Parents/caregivers must notify Attendance via the Parent Portal (under Attendance).
  - An exit pass will be issued.
- The student must sign out electronically at the main office before leaving.

6. Truancy

- Truancy and absence from class are serious school offences.

7. Requests for Leave

Achievement is linked to attendance; therefore, we encourage families to plan any leave or travel outside of term time.
- All requests for leave are at the discretion of the Principal.
- Students sitting NCEA assessments must follow the procedures in the NCEA Assessment Manual.
- Parents/caregivers must inform the Principal, through her Executive Assistant.
- Absence of three days or less: notify the student's Dean.
- Absence of more than three days: inform the Principal via her Executive Assistant.
- If a student knows they will be absent, they are responsible for completing any missed work during their absence.

8. Sickness at School

- Students who are unwell or injured must visit the school nurse with permission from a teacher or Dean.
- The nurse will contact parents/caregivers to arrange transport home if required.
- Under no circumstances is a student to phone a parent directly to arrange to go home.

Baradene College of the SACRED HEART

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The STAR guidelines from the Ministry of Education are based on days absent in a term. The STAR framework aims to improve school attendance by setting clear expectations, guiding effective responses, and helping schools and communities act early and consistently.

GOOD	WORRYING	CONCERNING	SERIOUS CONCERN
Good chance of success	Less chance of success	Hard to make progress	Very hard to make progress
0 - 4 days	**5 - 9 days**	**10 - 14 days**	**15 + days**
absence in a school term	absence in a school term	absence in a school term	absence in a school term
Normal follow up of attendance • Absences of 3 days and more in a week Homeroom teacher emails parents/caregivers and cc 'ds in the Dean. • For absences longer than three days, the school may request a medical certificate. • Homeroom teacher follows up weekly attendance emails. • Attendance officer sends Dean weekly attendance reports and medical absences.	In fortnightly Deans and Homeroom teacher meetings, when a student gets to *5 or more days:* • Homeroom teacher confirms with the Dean that a parent letter should go home. • Dean will use attendance data to monitor ongoing absences for the student. • Student records will be updated on KAMAR.	In fortnightly Deans and Homeroom teacher meetings, when a student first gets *to 10 or more days:* • The Homeroom teacher will refer to dean. • Dean will send out a parent letter and will arrange meeting with the parents/caregivers. Purpose of the meeting is to discuss the situation and offer appropriate in-school support systems to help remove any barriers to attendance. • Student records will be updated on KAMAR.	Deans will check any students with *15+ days absence*. SLT manage process from here, with • Parent Letter. • Parent/Caregiver Meeting with Senior Leader. • Develop and implement a support plan tailored to the reasons and circumstances. • SLT may request additional support from Attendance Services or other relevant agencies, if appropriate.

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Responsibilities

Attendance Officer

➢ Record and monitor daily attendance. Parents/Caregivers must logon to the parent portal via Baradene website or App by 8.50am, stating reason for the absence.
➢ Send automated 11am text alert sent to caregivers.
➢ Monitor attendance period by period and follow up ? marks.
➢ Send out a TEAMs message to Year 10- 13 students about ? absences. The list of ? marks is also sent to the Deans.
➢ Responsibility for attendance monitoring and subsequent communication with parents at levels of attendance between 3 and 9 days off in a term.
➢ Send out weekly attendance emails to students about unjustified absences

Homeroom Teacher Role (3-9 Days Absent)

➢ Clearing up unknown entries (marked as ?) and replacing them with the correct ones (Full information on codes and how to use them are HERE).
➢ Contacting parents/caregivers if students away for 3 days or more in week.
➢ Follow up on the weekly emails sent from PAROT on absences, questions marks and inconsistent attendance marks.
➢ Fortnightly meetings with the Dean to indicate which students' attendance requires an action: Homeroom teacher judgement is required around absences like holiday (G)

Deans (10-14 Days Absent)

➢ Attendance Officer will send weekly attendance reports to Deans.
➢ Deans to access PAROT/KAMAR to gather attendance data.
➢ Deans to follow up with individual students in person/teams message.
➢ If medical send letter to parents/caregivers– Deans medical letter #2
➢ Call home request meeting, if no response, send letter.
➢ Meet with parent/student and complete attendance plan.
➢ No response to letter or no improvement to attendance post meeting refer to SLT

SLT (15+ Days Absent)

➢ Call home request meeting
➢ Meet with parent/student and complete attendance plan
➢ If no response to meeting request / no improvement in attendance post meeting
  o Send Letter #3 delivered by attendance service
  o SLT consults with attendance service over next steps
➢ No improvement after attendance service intervention

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Whole school actions to meet attendance targets

➢ Send out clear communication to parents/caregivers about attendance expectations at start of year.
➢ Publish the attendance management plan on website.
➢ Termly attendance data to students and family.
➢ We expect families, where possible, to plan any leave or travel outside of term time.
➢ Period by period attendance data available to family via the portal.
➢ Daily texts to parents/caregivers of absent students.
➢ Academic Deans will actively support students by reinforcing the link between attendance and achievement through targeted conversations, resources, and guidance.
➢ Reinforce good attendance habits to students.
➢ Support students to get to school (wellbeing checks/offer practical support if appropriate)
➢ Promote positive social and learning environment using KIVA as our whole school approach
➢ Encourage participation in co-curricular activities.
➢ Know students' attendance habits when they first enrol.
➢ Minimise disruption to the school day.
➢ Support students unable to attend via health school or transition to tertiary education or alternative education.
➢ Termly attendance reports to go to the BOT.

Other Documents

Student attendance guide - Ministry of Education
Stepped Attendance Response - STAR
Daily Attendance Reporting - Ministry of Education
School Attendance Quick Reference Guide
Attendance Codes
Communicating with Parents about Attendance