



School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our tamariki. Attending school every day supports our tamariki to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as tamariki are able to consistently build on their learning.

The government has set a national target of 80% of students attending school at least 90% of the time. To achieve this tamariki should be absent for no more than one day a fortnight.

Board's Responsibilities

As required by the Education and Training Act 2020 (s35), all 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 Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

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 (See Stepped Attendance Response – STAR attached)
- publishing this attendance management plan on the school's website

The Tumuaki (Principal)'s responsibilities

The Tumuaki is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensuring that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensuring all students, whānau and staff understand the processes and procedures that support student attendance

- Reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance.
- providing a termly attendance report to the School Board showing the analysis of data, trends and narratives
- Setting term dates to ensure the school is open for instruction for the length of time required by the Ministry of Education. Term dates will be published on the school website.

Procedures/supporting documentation

Attendance management Procedure - Stepped Attendance Response (STAR)- see below

Monitoring

The principal 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 \(School Attendance\) Regulations 2024](#)

All staff, members of the Board and the school community are informed of this Attendance Management Plan.

Signed:



Designation:

*Chair/Presiding Member
of Board*

By the Board

Dated:

13 / 2 / 26

Review Date:

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