

Stepped Attendance Response (STAR) Strategy

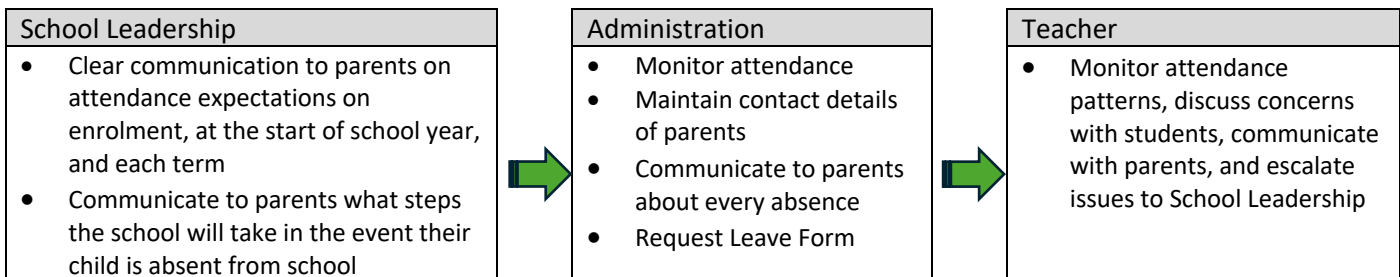


Attendance Statement:

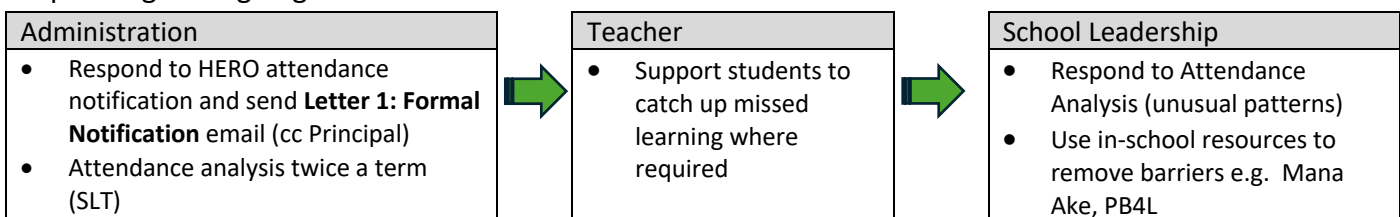
Students aged 6 to 16 years old (and enrolled 5-year-olds) are required to attend school every day. There's a clear connection between going to school regularly and doing well in the classroom. Attendance is a priority at Tinwald School, and we will work with parents and whānau, hapū, and government agencies to support and make sure students are attending school regularly.

Goals and Measure	2025 Target	2026 Target
Percentage of akōnga attending school regularly (attending more than 90%, an average of 9 days a fortnight)	80%	85%
Irregular absence (attending more than 80%, up to 90%, missing one to two days a fortnight)	15%	10%
Moderate absence (attending more than 70% up to 80%, missing two to three days a fortnight)	5%	5%
Chronic absence (attending 70% or less, missing three or more days a fortnight)	0%	0%

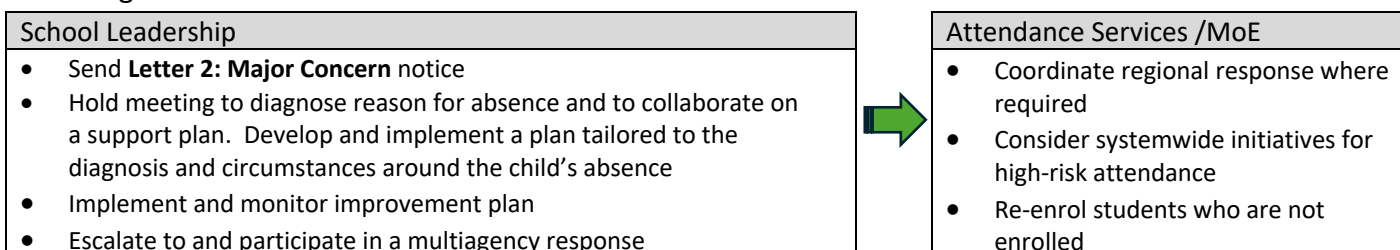
Day to Day Absences



Responding to Ongoing Absences



Escalating Absences



Tinwald School STAR Plan

Level 1: Conversations

Prioritise	To Action	Responsibilities	Timeframe
For students with less than 5 days absence in a school term			
Communication <ul style="list-style-type: none"> Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term Communicate to parents what steps the school will take in the event their child is absent from school 	Use pre-enrolment pack, welcome letter, newsletters, website or other communication methods to set expectations and provide guidance to parents	Administration Team School Leadership	Termly
Monitoring <ul style="list-style-type: none"> Monitor attendance Communicate to parents about every absence Maintain contact details of parents Collect & compile leave information form 	Have HERO procedures in place to quickly identify all student absences and communicate these to parents	Administration Team	Daily
Reporting <ul style="list-style-type: none"> Report regularly to parents on attendance of their child 	HERO to provide a weekly summary of attendance	Parents	Regularly
Responding <ul style="list-style-type: none"> Support students getting to school 	Communicate to parents the supports available to assist them to get their children to school	School Leadership Learning Support Co-ordinator	As required

Level 2: Formal Notification and Major Concern Letters

Prioritise	To Action	Responsibilities	Timeframe
For students with 5-10 days absence in a school term			
Communication for unjustified/unexplained absence: <ol style="list-style-type: none"> Request Student Leave Form (2+ days) Formal notification email sent to family to acknowledge/ reasons for absence 	Use School Leave Form and utilise templates and resources provided by the Ministry of Education	School Leadership Administration Team	As
Supporting <ul style="list-style-type: none"> Support students to catch up missed learning where required (parents on holiday to take own responsibility) 	Identify missed learning objectives and providing notes or activities to bring student back up to speed	Teacher Parent	As required
Monitoring <ul style="list-style-type: none"> Twice a term compile a list of students who have been absent for greater than 5 days (unexplained/unusual patterns) 	HERO to send alert when Attendance Intervention required	Administration Team	Regularly
Responding <ul style="list-style-type: none"> Follow up discussions on reason for absences Use in-school resources as appropriate to remove barriers e.g. PB4L 	Make parents and students aware of additional resources and support to access them	School Leadership Learning Support Co-ordinator	Termly

Level 3: Support

Prioritise	To Action	Responsibilities	Timeframe
For students with 10 -15 days absence in a school term			
Communicating & Responding <ul style="list-style-type: none"> Send Major Concern email to parents and hold meeting to analyse reasons for absence and to collaborate on a support plan Develop and implement a plan tailored to the reasons and circumstances around the child's absence 	Utilise templates and resources provided by the Ministry of Education	School Leadership Administration Team Parent	As required
Supporting <ul style="list-style-type: none"> Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies 	Engage with the Ministry of Education attendance services to find out about options for support	School Leadership Learning Support Co-ordinator	As required

Level 4: Referrals

Prioritise	To Action	Responsibilities	Timeframe
For students with 15 + days or more absence in a school term			
Communicating & Responding <ul style="list-style-type: none"> Send urgent email and make contact to arrange meeting with parents 	Utilise templates and resources provided by the Ministry of Education	School Leadership Parent	As required
Elevating <ul style="list-style-type: none"> Escalate to multi-agency response Participate in multi-agency response Refer to the Ministry to consider action, including prosecution, when supports are offered and not taken up 	Refer to Ministry of Education attendance services or other agencies Support access to services and collaborating with specialists	School Leadership Learning Support Co-ordinator	As required
Sustaining Improvement <ul style="list-style-type: none"> Implement and monitor improvement plan 	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	School Leadership Learning Support Co-ordinator	As Required
No improvement <ul style="list-style-type: none"> When criteria is met, follow prescribed processes to unenroll the student 	Update ENROL as soon as school is made aware a student will not be returning and complete a non-enrolled notification	Administration Team & Principal	As required

Absence Response Flow Chart

Term 1		
Prior to school commencing	Teachers review class to identify anyone who has previously had attendance concerns	Highlighted during first team meeting (as part of data dialogues)
Weeks 1 - 4	Early conversation with those children/whanau identifying any issues	Noted in Hero
Week 1/2	Newsletter notice highlighting importance of attendance and procedure for and importance of notifying the office	
Week 5	Team review of attendance Ensure no ? attendances Identify students of concern and try to identify any underlying causes	LT review Develop individual strategies to address concerns, reviewed Week 9
	Initial letters sent to those whose attendance is below 80% with no justified explanation	Noted in Hero
Week 9	Team review of attendance Ensure no ? Review supports Identify students of concern Personal contact with whanau	Noted in Hero Support offered, develop/implement a plan
Term 2 and 3		
	Report Attendance data to Board Report Attendance in Student Reports Week 10 Term 2	
Week 3	Team review of attendance	LT review

	Ensure no ? attendances Identify students of concern and try to identify any underlying causes	Develop strategies to address concerns
	Second letter sent to those who continue to be attending below 80% with no justified explanation	Noted in Hero
	Identify any learning challenges for those who may be affected by poor attendance	Strategies for support developed with knowledge of whanau
Week 8	Team review of attendance Ensure no ? attendances Identify students of concern	LT review
	Principal makes personal contact, considers Attendance Referral	Noted in Hero
Term 4 (as per Term 2/3)		
Week 8	Review attendance protocols	Modify flowchart and protocols if needed
Week 10	Report attendance to Whanau	

2025 Improvement Plan

Focus Areas	Actions	Responsibilities	Timeframe
Planning and Reporting	1. Clarify STAR Plan 2. Report termly data at Board Meetings	Principal	Term 3 End of each term
Attendance Monitoring	1. SLT to update procedures for communicating ongoing 'unexpected absences' of more than 5 days (Repeated Truant or Unjustified)	Senior Leadership Team	End of Term 3
Attendance Response	1. Analysis of data from SLT and the Every Day Matters Termly Report 2. Identification and follow up for students of concern	Senior Leadership Team	Twice a Term
Community Engagement	1. New information about STAR to be shared in Newsletter 2. A student leave form to be used for planned leave Student Leave Form .	Administration Team & Principal	Termly Term 4