



KINGSWAY SCHOOL ATTENDANCE MANAGEMENT PLAN

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.

Our school currently has 75% regular attendance and a target of lifting regular attendance to 77% by the end of 2026.

Guiding Principles

Regular attendance at school is crucial for both academic attainment and student wellbeing. A recently published study (Webber, 2020) found an incremental reduction in attendance at school results in measurably lower educational outcomes being achieved. Another study noted that irregular attendance at school results in worse average outcomes relating to schoolwork-related anxiety, a sense of belonging, bullying, racism and motivation (McGregor & Webber, 2020).

KingsWay School provides a broad range of curriculum options and opportunities and encourages students to participate fully in school life. We create a safe, secure, inclusive environment for all learners and create a sense of belonging within the school community.

This attendance management plan and procedures guide how we:

1. Promote regular attendance
2. Identify learners not attending school regularly
3. Engage whanau and external agencies to support regular attendance at school
4. Develop, implement, and administer targeted action plans that support regular attendance at school
5. Monitor student progress toward achieving regular attendance at school
6. Evaluate effectiveness of interventions supporting learners achieve regular attendance at school.

Consequently, the school actively promotes the importance of regular attendance by:

1. Creating a safe, secure, inclusive community of learning
2. Creating stimulating and engaging learning environments and contexts
3. Regular engagement with whanau about learners and learning
4. Highlighting rate of attendance using a tailored student attendance report.
5. Active tracking, engagement, and consequences for students
6. Communication of importance through assemblies and other platforms.

Stakeholder Responsibilities

Board responsibilities

The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

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 publishing this attendance management plan on the school's website.

Principal Responsibilities

The Executive Principal (or designate) is responsible for:

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

Parent/Whānau Responsibilities

Parents, caregivers and whānau are responsible for:

- ensuring students attend every day they are able
- reinforcing good attendance habits
- open communication with the school
- following the school's attendance management plan and associated attendance policies and procedures.

School Responsibilities

Aside from the Executive Principal's responsibilities, school staff are responsible for:

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year, and each term
- communicating to parents what steps the school will take if the student is absent from school
- monitoring student attendance
- providing students with regular updates on their own attendance
- reporting regularly to parents on attendance of their child.

KingsWay Operational Attendance Procedures

Activities/Actions	Description	Person(s) Responsible	Notes
Prioritising teaching and learning	The School Board and Senior Leadership Team ensure that policies and procedures prioritise school hours for learning.	School Board Executive Leadership Team	Adherence to MOE regulations about instructional hours, teacher only days, and number of half-days being open for instruction. Clear and consistent thresholds about 'holidays during term-time' and other parent condoned truancy.
Creating engaging learning experiences	The School Board and Senior Leadership Team ensure that policies and procedures prioritise school hours for learning.	Executive Leadership Team School SMT	For more information about the school's approach to teaching and learning see the KingsWay Curriculum.
Creating a physically and emotionally safe school environment	The School Board and Senior Leadership Team ensure that policies and procedures prioritise school hours for learning.	Executive Leadership Team School SMT	For more information about how the school creates a physically and emotional safe environment see student wellbeing information on our website.
Accurate and efficient recording of student attendance	Classroom teachers are responsible for recording student attendance, lateness, and EOTC participation on a period-by-period, or half-day basis.	Subject/Classroom teachers Attendance Officer School Leadership	Daily monitoring and as needed follow-up to ensure accuracy and compliance with statutory obligations.
Active monitoring of daily student attendance at school.	Daily monitoring of student attendance (period-by-period and half days).	Attendance Officer (MS & SS) Primary School administration staff	Email or phone-call notifications of daily student absence. Follow-up emails where absence is not notified.
Communication with parents/caregivers	Regular, timely, and consistent communication with parents and whānau about school expectations for student attendance	Executive Leadership Team School SMT Pastoral Team Life lab/classroom teachers	School Website: Information about the reporting absences, attendance expectations, guidance, and monitoring Weekly Newsletters: Information about annual targets and progress, procedural updates and reminders.

			<p>Pastoral communication: As needed updates on individual student attendance rates.</p> <p>Parents will receive student attendance data via emails generated when thresholds are met, and twice termly through the publication of a student attendance report.</p>
Active monitoring of attendance procedures	Regular monitoring of staff adherence to school-based attendance procedures	Attendance Officer Executive and School SMT Leadership.	<p>Daily monitoring and follow-up on procedural issues by Attendance Officer to ensure accuracy and statutory obligations.</p> <p>The Attendance Officer ensures the accuracy and integrity of attendance data.</p> <p>As needed interventions by Executive and Senior leadership to follow-up on procedural issues.</p> <p>Termly high-level review of procedures by Executive and Senior leadership.</p>
Active monitoring of student attendance rates	<p>Regular monitoring of attendance data to identify trends and to initiate interventions.</p> <p>The Executive Principal appoints staff and delegates duties, to manage the recording of electronic student attendance registers and the follow-up procedures for non-attending students.</p> <p>Assistant Heads of School (attendance portfolio) are responsible for monitoring student attendance for</p>	Life lab/classroom teachers Executive and School SMT Leadership.	<p>Weekly review of individual student data by Life lab/classroom teachers.</p> <p>Life lab/classroom teachers maintain accurate and current records supporting KingsWay attendance procedures.</p> <p>Life lab/classroom teachers also monitor and follow-up on attendance issues such as unexplained absence, punctuality, and attendance rate concerns.</p>

	<p>their respective groups. Deans (MY/SS) / HOLA (PS) ensure that parents are informed of attendance concerns.</p> <p>The Associate Principal (attendance portfolio) and other relevant personnel are kept informed of serious student absence situations.</p>		<p>Life lab/classroom teacher inform parents/caregivers of attendance concerns.</p> <p>Monthly analysis of data by School SMT and pastoral staff to identify trends and initiate further interventions that are tailored to student needs.</p> <p>Students are identified by concurrent academic or pastoral concerns. Follow-up response actions will be tailored accordingly.</p> <p>Twice termly high-level review of data to identify trends by Executive and School SMT.</p> <p>Outside agencies are used as appropriate to support attendance.</p>
--	--	--	--

KingsWay Attendance Monitoring and Interventions

Activities/Actions	Person(s) Responsible	Notes
Monitoring Regular 90% Attendance	Life lab/classroom teacher Attendance Officer HOLA/Dean Assistant Head of School Associate Principal	As per Stepped Attendance Response Activities
Monitoring Unexplained (?) Attendance	Life lab/classroom teacher HOLA/Dean	<ul style="list-style-type: none"> ▪ Lifelab/classroom teachers receive an unexplained and late attendance email weekly. ▪ Lifelab/classroom teachers will follow-up on the Tuesday of the following week with students requiring the (?) symbol to be explained. ▪ If the (?) is a teacher input error and the student was in class, the teacher of the class who made the error needs to amend the attendance register. ▪ If the (?) is explained, the Lifelab/classroom teacher informs the Attendance Officer of the reason for the absence including evidence from the parent/caregiver. ▪ If the (?) is not explained, the Lifelab/classroom teacher informs the Attendance Officer and this will coded at T. ▪ The Lifelab/classroom teacher inform the HOLA/Dean of any Level 2-4 concerns. ▪ Escalate as necessary
Monitoring Punctuality	Life lab/classroom teacher HOLA/Dean	<ul style="list-style-type: none"> ▪ Lifelab/classroom teachers receive an unexplained and late attendance email weekly. ▪ Lifelab/classroom teachers will follow-up with students requiring the (L) symbol to be explained. ▪ Lifelab/classroom teachers communicate with the parent/caregiver when a pattern of lateness emerges. ▪ Lifelab/classroom teachers make a KAMAR pastoral entry against the student noting the communication with the parent/caregiver using either the 'late to school' or 'punctuality' classification. ▪ The Lifelab/classroom teacher inform the HOLA/Dean of any persistent lateness by students.

Stepped Attendance Response (STAR)

The Stepped Attendance Response (STAR) sets expectations for school, student, parent/guardian, Ministry of Education and broader system responses to student absence.

KingsWay is required to use STAR to develop our own school specific responses to attendance at the set absence thresholds.

Student Attendance Thresholds

The Ministry of Education consistently uses four categories to understand how frequently students attend school. These categories enable KingsWay to monitor progress in supporting students to attend regularly. STAR does not differentiate between approved and non-approved absence so all absences count toward the thresholds below.



Sustained Attendance Concerns

KingsWay responds to both acute and sustained attendance concerns. While the STAR activities outlined below address termly, acute attendance concerns, parent/caregivers can expect similar activities to occur when a student's level of attendance is consistently below ministry expectations for good attendance.

Stepped Attendance Response Activities - < 5 Days Absence (Good Attendance)

Activities/Actions	Description	Person(s) Responsible	Notes
Notification of year-to-date attendance rate	Parents will receive student attendance data twice termly through the publication of a student attendance report.	Attendance officer	The attendance report calculates year-to-date rather than termly attendance rates.
Monitoring of daily student attendance at school.	Daily monitoring of student attendance (period-by-period and half days).	Attendance officer	Email or phone-call notifications of daily student absence. Follow-up email where absence is not notified.

Stepped Attendance Response Activities - < 10 Days Absence (Worrying Attendance)

Activities/Actions	Description	Person(s) Responsible	Notes
Notification of threshold sent	Automated email generated when student absence exceeds threshold	Attendance Officer	Attendance pastoral entry automatically generated.
Additional parent contact	Lifelab/classroom teacher calls parent/caregiver to discuss absence.	Life lab/classroom teacher	Attendance pastoral record updated on KAMAR Any pastoral/wellbeing concerns are communicated to pastoral team as needed.
Active monitoring of student attendance rates	Life lab/classroom teachers also monitor attendance and report concerns to members of the pastoral team.	Life lab/classroom teacher HOLA/Dean/YLPL	

Stepped Attendance Response Activities - < 15 Days Absence (Concerning Attendance)

Activities/Actions	Description	Person(s) Responsible	Notes
Notification of threshold sent	Automated email generated when student absence exceeds threshold	Attendance Officer	Attendance pastoral entry automatically generated.
Additional parent contact	Dean calls parent/caregiver to discuss absence.	HOLA/Dean/YLPL	Attendance pastoral record updated on KAMAR Any pastoral/wellbeing concerns are communicated to pastoral team as needed. Attendance action plan developed as needed. This may include engagement with external attendance agencies.
Attendance action plan implemented (as needed)	HOLA/Dean/YLPL implements attendance plan and actions student supports.	HOLA/Dean/YLPL	Student supports include (but are not limited to): <ul style="list-style-type: none"> ▪ Academic reintegration plan ▪ Assessment/achievement plan ▪ Revised student timetable ▪ Daily report with attendance focus ▪ Engagement with wellbeing services ▪ Enlisting external support agencies such as NHS or Marinoto.
Monitoring of action plan (if needed)	HOLA/Dean/YLPL and parents/caregiver monitor student engagement with plan		AHOS and pastoral staff monitor progress and initiate further interventions that are tailored to student needs as necessary. AP informed of concerns.

Stepped Attendance Response Activities – 15 < Days Absence (Very Concerning Attendance)

Activities/Actions	Description	Person(s) Responsible	Notes
Notification of threshold sent	AHOS reviews previous communications and notifies parents/caregivers accordingly.	AHOS	Attendance pastoral entry automatically generated. Record of communication attached.
Additional parent contact	AHOS convenes meeting with parents/caregivers to discuss attendance concerns.	AHOS AP	Attendance pastoral record updated on KAMAR Any pastoral/wellbeing concerns are communicated to pastoral team as needed. Attendance action plan developed and formalized. This includes engagement with external attendance agencies.
Attendance action plan implemented	AHOS implements attendance plan and actions student supports.	AHOS AP	Student supports include (but are not limited to): <ul style="list-style-type: none"> ▪ Escalation to ELT ▪ Academic reintegration plan ▪ Assessment/achievement plan ▪ Revised student timetable ▪ Daily report with attendance focus ▪ Engagement with wellbeing services ▪ Enlisting external agencies such as NHS or Marinoto.
Monitoring of action plan	AHOS, Pastoral staff, and parents/caregiver monitor student engagement with plan	AHOS AP	AHOS and pastoral staff monitor progress and initiate further interventions that are tailored to student needs as necessary. AP reviews as part of twice termly tracking meetings.