

Mackenzie College - Attendance Management Plan and supporting STAR procedures

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.

Mackenzie College currently has 57% regular attendance (2025 statistic) and a target of lifting regular attendance (attending at or above 90%) to 70-% by the end of 2026.

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 (attending at or above 90%)
- 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 principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded to, and that actions taken are recorded and aligned with the thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance
- Report to the board on any trends, barriers to attendance and interventions being used to support student attendance.

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 Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: February 2026

Next review: March 2028

Attendance Management Procedure- Stepped Attendance Response

At Mackenzie College, we recognise the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during school hours. This allows school staff to identify and respond to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff, and Kōia te Mātauraka (Attendance Service), where necessary, to improve our levels of student attendance.

Parent/Whanau responsibilities

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

School responsibilities

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

School Procedures

The principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students.

Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Classroom teachers are responsible for recording student attendance in their class each period.

Form teachers are responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow-up on lateness and attendance issues.

Deans and the Deputy Principal (Culture and Wellbeing) are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Parents will receive student attendance data via fortnightly emails and termly updates.

Outside agencies will be used as appropriate to support attendance.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by the Pastoral team termly to review outcomes and effectiveness of these interventions

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in KAMAR. The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Ben Horne (Deputy Principal, Culture and Wellbeing).

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage, and there is no requirement to wait for a student to be identified at a threshold to take action to address non-attendance. Contact parents asap (ideally within 2 school days) and arrange a meeting for as soon as possible.

The pastoral care team meets fortnightly on a Friday morning. Any attendance data-related questions please contact Michelle Moore, Administration Assistant. For all other Attendance queries, please contact Ben Horne.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Form teacher Principal School board	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents are published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms. Work with parents and students, where appropriate.
Following up absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents Follow-up daily with parents any unexplained absences	Administration team	Phone calls, emails and KAMAR text message based reminder to be sent from 9.10am for all unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	SLT	KAMAR calendar is utilised to ensure disruptions to school are minimised.
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Deans and SLT	Request information from previous school through 'Contributing Schools Information' document. Initial interview with Deans or SLT with students and whānau will highlight any attendance concerns
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff, as appropriate	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Ben Horne.

Students with less than 5 days of absence			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers	Identify all student absences	Administration team	Follow-up all absences to confirm the reason for absence.
Maintain contact details	Communicate these to parents		No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via fortnightly Attendance and Effort grade reports	All teachers	Updates sent to students and parents through fortnightly reports
Between 0-4 days absence, need to be followed up to ensure the correct code is recorded against the absence. Any students already on the attendance list from the previous term will be identified by the pastoral care team at their fortnightly meetings.			
Students with less than 10 days of absence (5-9 days)			
Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning	After 5 days send email to parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Form Teacher (Any concerns about next steps discussion options with the year level dean.)	Record actions taken in KAMAR, under Attendance If no action is taken due to individual circumstances, record this against the student record. Follow-up to be within 2 school days of meeting the threshold.
Support students to catch up on missed learning where required	Identify missed learning objectives and consider notes or activities to bring the student back up to speed	Classroom teachers	Discuss with the student during class time Check no internal assessments missed. (Year 11-13)
Use in-school resources as appropriate to remove barriers e.g. counsellor, uniform, stationery/device costs	Contact pastoral care team if barriers are identified that the school or Attendance Services could assist with	Form teacher/ Pastoral care team	Parents and students provided access to additional resources. Consider stationery, uniform, counsellor/ health nurse appointments
Between 5-9 days of absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. For students who have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau. If there is no action taken due to individual circumstance - record this against student record in KAMAR.			

Students with less than 15 days of absence (10-14 days)			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Dean and/or SLT	Record actions taken in KAMAR If there is no action taken due to individual circumstances, record this in KAMAR.
Hold a meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange a meeting including parents and the student.	Dean and/or SLT	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan.	Dean and/or SLT	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available	Dean and/or SLT	Access Attendance Services resources where applicable.
Between 10-14 days of absence, investigate reasons for this absence, and if there is a pattern across the year, consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance - record this on KAMAR.			
Students with greater than 15 days of absence (15+ days)			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating email (use template)	SLT	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting, including parents and the student. Consider who will be in attendance.	Deputy Principal	Plan to return the student to regular attendance
Request support from the Attendance Service or other agencies as needed Participate in multi-agency response	Refer to Kōia te Mātauraka (Attendance Service) via Brittany Jordan (027 297 6420 or brittany.jordan@ngaitahu.iwi.nz) Support access to services and collaborate with specialists	Pastoral team decision	Before referral, check all previous actions like support plans are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return the student to regular attendance
Maintain implementation and monitoring of the support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Pastoral care team	Support plan in place Continue monitoring Steps taken to reintegrate the student
Over 15 days of absence, investigate the reasons for this absence and refer to Dean and/or pastoral team for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance - record this against student record on KAMAR.			