One Tree Hill
COLLEGE

Attendance Management Plan - Stepped Attendance Response (STAR)

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Purpose

This Attendance Management Plan sets out One Tree Hill College's approach to identifying, 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 patterns of concern are discussed with students and their families. Support plans are put in place to help students re-engage and attend regularly.

Regular school attendance is strongly linked to academic success, wellbeing, and a sense of belonging. Even short absences can make it more difficult 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. One Tree Hill College College has 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.

One Tree Hill College Attendance Policy:

One Tree Hill College Attendance Policy

Legal Requirements for School Attendance

Schools are required to:

- enrol eligible students
- take all reasonable steps to make sure students attend when the school is open
- keep an attendance record for each enrolled student
- have an absence notification process
- use an approved electronic attendance register and Ministry-approved attendance codes to record attendance.

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 in the school or the Ministry taking legal action, including prosecution under Sections 243 and 244 of the Education and Training Act 2020.

One Tree Hill
COLLEGE

Attendance Management Plan - Stepped Attendance Response (STAR)

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

Education and Training Act 2020 (s35)

Education and Training Act 2020 No 38 (as at 01 July 2025), Public Act 36 Students of registered schools required to attend whenever schools are open – New Zealand Legislation
Failure to do so can result in the school or the Ministry taking legal action, including prosecution under Sections 243 and 244 of the Education and Training Act 2020.

Education and Training Act 2020 (s243)

Education and Training Act 2020 (s244)
Under the Education and Training Act 2020 (48) the Board may appoint an Attendance Officer who has authority to follow up absences with students and their parents/caregivers.

Education and Training Act (s48)

Attendance: Getting Back to School – Guide for secondary school teachers

One Tree Hill
COLLEGE

Attendance Management Plan - Stepped Attendance Response (STAR)

Attendance Management Procedure – Stepped Attendance Response (STAR)

1. School Hours

- School begins at 8:45am and finishes at 3:15pm (except Tuesday when school starts at 9:15am).
- Students are expected to be on the school grounds by 8:40am.

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).
- Any absences during term-time are explained absences and will not be marked as justified.

3. Reporting Absences

- To report an absence, parents/caregivers must log in to SchoolBridge App, or via the Parent Portal on the One Tree Hill College website, or by calling the college 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 Whānau class.
- If a student arrives late, they must:
    - During Period 1: go straight to their period 1 class.
    - After Period 1: sign in and obtain a late slip from the Student Services Centre.
- Have their parent/caregiver report the reason for lateness through the SchoolBridge App, website or phone). If lateness is not reported, then students will be followed up by Whānau teachers/leaders.
- Three unexplained instances of lateness will result in an investigation by the Whānau Leader.

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 SchoolBridge or phone as soon as possible.
    - An exit pass will be issued.
- The student must sign out at the Student Services Centre before leaving.

One Tree Hill
COLLEGE

Attendance Management Plan - Stepped Attendance Response (STAR)

6. Truancy

- Truancy and absence from class are serious school offences and will be followed by whānau teachers and leaders.
- Continued truancy will result in a referral to Aro Ake (attendance service).

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 his Executive Assistant.
- Absence of three days or less: notify the student's Whānau Leader.
- Absence of more than three days: inform the Principal via his Executive Assistant.
- If a student knows they will be absent, they are responsible for completing any missed work during their absence.
- Any absences during term-time are explained absences and will not be marked as justified.

8. Sickness at School

- Students who are unwell or injured must visit the school nurse with permission from a teacher or Whānau Leader.
- 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.

One Tree Hill
COLLEGE

Attendance Management Plan - Stepped Attendance Response (STAR)

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 Good chance of success	**WORRYING** Less chance of success	**CONCERNING** Hard to make progress	**SERIOUS CONCERN** Very hard to make progress
0 - 4 days absence in a school term	**5 - 9 days** absence in a school term	**10 - 14 days** absence in a school term	**15 + days** absence in a school term
Normal follow up of attendance • Absences of 3 days and more in a week Whānau teacher contacts parents/caregivers and cc's in the Whānau Leader. • For absences longer than three days, the school may request a medical certificate. • Whānau teacher follows up weekly attendance emails. • Attendance officer sends Whānau Leader weekly attendance reports and medical absences.	When a student gets to ***5 or more days:*** • Whānau teacher/subject teacher contacts home to follow up. • Whānau teacher will follow up with Whānau Leader when they need support with student attendance. • Student records will be updated on KAMAR.	When a student first gets ***to 10 or more days:*** • The Whānau teacher will refer to Whānau Leader. • Whānau Leader will contact home to arrange a meeting with the parents/caregivers. The 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.	Whānau Leader will check any students with ***15+ days absence***. SLT manage process from here, with • Parent/caregiver meeting with Senior Leader. • Develop and implement a support plan tailored to the reasons and circumstances. • SLT may request additional support from Aro Ake (attendance service) or other relevant agencies, if appropriate.

One Tree Hill
COLLEGE

Attendance Management Plan - Stepped Attendance Response (STAR)

Responsibilities

Attendance Officer

- Record and monitor daily attendance. Parents/Caregivers must logon to the SchoolBridge App, the parent portal via One Tree Hill College website or phone by 8.50am, stating reason for the absence.
- Send automated 11am text alert sent to caregivers.
- Send daily late list to Whānau Leaders for follow up.
- Monitor attendance period by period and follow up ? marks.
- 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 data to Whānau Leaders on Friday.

Whānau 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 and record on KAMAR.
- Follow up on the weekly emails sent from KAMAR on absences, questions marks and inconsistent attendance marks.
- Meet with Whānau Leaders to indicate which students' attendance concerns they may need to support.

Whānau Leaders (10-14 Days Absent)

- Attendance Officer will send weekly attendance reports to Whānau Leaders on Friday.
- Whānau Leaders to access KAMAR to gather attendance data.
- Whānau Leaders to follow up with individual students in person.
- Whānau Leaders will contact home and request a meeting.
- Meet with parent/caregivers and student and complete attendance plan.
- No response, or no improvement to attendance post meeting, refer to SLT.

SLT (15+ Days Absent)

- Call home request meeting.
- Meet with parent/caregivers and student and complete attendance plan.
- If no response to meeting request, or no improvement in attendance post meeting, SLT consults with Aro Ake (attendance service) over next steps.
- No improvement, they will be referred to Ako Ake (attendance service) for follow-up.

One Tree Hill
COLLEGE

Attendance Management Plan - Stepped Attendance Response (STAR)

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 can be accessed by students and family via KAMAR.
- 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.
- Whānau teachers and leaders 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 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 Board of Trustees.

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