

Rutherford 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 90% of the time by 2030.

Our school had 45.1% regular attendance in 2025 with a target of lifting regular attendance to 60% 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
- 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 too and actions taken recorded 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 senior leadership overseeing attendance 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: November 2025

Next review: November 2028

Attendance Management Procedure- Stepped Attendance Response

We recognise the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during schools' 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 external agencies, 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 attendance of their child.

School Procedures

The principal will appoint staff and delegate duties, so as to manage the recording of 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.

Subject teachers and Tutor teachers are responsible for recording student attendance to their class each period.

Tutor 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 other attendance issues.

House Deans are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Senior Leadership and relevant personnel will be kept informed of serious student absence situations.

The Attendance Case Manager will follow up on chronic attendance issues with whanau contact and home visits.

Parents will receive student attendance data via weekly emails/ parent portal/ 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/SLT 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 Kamer. The pastoral team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Moira Kopittke.

School Stepped Attendance Response Activities

To support students' attendance, the Rutherford College commits to the following:

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
- Communicate good attendance habits to students and parents

To set expectations and provide guidance to parents, the school will use:

- enrolment forms
- newsletters,
- website or other communication methods

Day to Day operations

Action	What this looks like:	Who does this?	Notes/Improvements
Assess attendance history of new students and share attendance history when students move between schools	Contact previous school to request attendance records Identify any issues or trends in attendance history	Required at enrolment Admin House Dean SLT Attendance team	
Regular and effective attendance records	Accurate and timely roll completion: unusual attendance data email sent out Follow up on ? in attendance- send slips out to be signed	Subject Teachers Tutor teachers	Departments are being informed of staff who have a trend of late attendance entry and they will be spoken to

			Data from PAROT identifies staff with ? not addressed – they will be followed up by House Deans
Survey students and parents to support effective teaching practice and engagement	Full school survey Subject Teacher surveys	School leadership Teachers	
School leadership and Board actively minimizes disruptions to the school day and week.	School hours prioritized Calendar meetings held to monitor EOTC events Parent-teacher meetings held after school	School leadership and Board SLT	
Students are supported to continue learning if unable to attend school every day, including Ministry approved well-being or transitional plans or health schools, where appropriate	Classwork and assessments on Google Classroom Northern Health School Managed Moves	Teachers Deans SLT	

GOOD

For students with less than 5 Days absence in a school term

Action	What this looks like:	Who does this?	Notes/Improvements
Monitor attendance	Record on KAMAR	Tutors / Deans	
Follow up period absences (? In KAMAR)	PAROT summaries to staff, students and whanau	SLT	
Communicate to parents about every absence	Students get slips signed for ? in attendance	Admin	
Maintain contact details of parents			

Provide students with regular updates on their own attendance	PAROT emails and KAMAR information Weekly email to students	SLT – set up in PAROT	
Report regularly to parents on attendance of their child	PAROT email to whanau	SLT – set up in PAROT	
Support students getting to school	Communicate supports available to assist them to get their children to school Updated bus information Provide students with HOP Cards	School leadership and Board	
Use school level approaches to promote good social and learning environment	Trauma informed practices Explicit teaching to engage students PLD for Teachers	Subject teachers SLT	
Celebrate high levels of attendance	Acknowledgement at assemblies Letters home acknowledging support from whanau	House Deans SLT	
Send formal notification and contact parent/guardian to discuss reasons for absence	Phone call home Email follow up Nudge letters	Tutor Teachers House Deans	

WORRYING			
For students with up to 10 days absence in a school term			
Action	What this looks like:	Who does this?	Notes/Improvements
Send formal notification and contact parent/guardian to discuss reasons for absence	Phone call home Email follow up	House Dean STAR generated emails from KAMAR	
Support student to catch up missed learning where required	Identify missed learning objectives and provide notes or activities to bring student back up to speed.	Subject Teacher	Tutorials offered after school for students to attend
Use in-school resources as appropriate to remove barriers	Make parents and students aware of the additional resources and support to access them <ul style="list-style-type: none"> - Counsellors - Provide uniform - Bus card 	SLT Teachers House Deans Counsellor	

CONCERNING			
For students with up to 15 days absence in a school term			
Action	What this looks like:	Who does this?	Notes/Improvements
Send escalated formal notification and contact parent/guardian Formal hui to analyse reasons for absence and collaborate a support plan Develop and implement a plan tailored to the reasons and circumstances around the student's absence.	Phone call home Email follow up Nudge letter sent by post Identify staff to include: counsellors, house dean, Referral to school Attendance Case Manager	House Dean House Dean ACM	Home visit if contact via email and phone unsuccessful

Use in-school resources as appropriate to remove barriers	Hop cards, counselling, uniform etc Referral to Attendance West	House Dean / SLT Admin	Home visit if contact via email and phone unsuccessful
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SERIOUS CONCERN

For students with 15 days or more absence in a school term

Action	What this looks like:	Who does this?	Notes/Improvements
Send a warning letter to whanau and make contact to arrange a hui with parents	Letter home Email home Hui	SLT House Deans ACM	Home visits
Escalate to multi-agency response Participate in multi-agency response	Refer to Attendance West Engage with other external supports linked to the student – OT / YouthAid etc	SLT Teachers House Deans Counsellor	CMS functionality supported by Attendance West. Referral summaries to ISP first
Implement and monitor improvement plan	All parties to be held accountable for their part in the plan. Take action quickly where expectations aren't being met	SLT Tutor Teachers House Deans Counsellor	
Refer to Ministry to consider action including prosecution when support is offered and not taken up	Ministry of Education to advise on available options and next steps.	House Dean ACM SLT	
When criteria is met, follow process to unenroll student	Update ENROL as soon as student is taken off the roll – complete a non-enrolled notification Share information with relevant agencies	SLT Admin	