



## Three Kings School Attendance Management Plan

Effective from Term 1, 2025

Board Approved: 26 March 2026

Review Date: 3 December 2026

### 1. Purpose & Legislative Context

This Attendance Management Plan outlines how Three Kings School will promote regular attendance, identify and address barriers to attendance, and meet the requirements of the Education and Training Act 2020, and the Ministry of Education's STAR (School Targeted Attendance Response) framework. The plan applies to all enrolled students and covers both justified and unjustified absences.

### 2. Definitions & Attendance Thresholds

STAR defines attendance thresholds as follows:

- Regular (Green): 0–5 days absent per term
- At Risk (Amber): 5–10 days absent per term
- Moderate Concern (Orange): 10–15 days absent per term
- Chronic Concern (Red): More than 15 days absent per term

### 3. Roles & Responsibilities

- Board of Trustees: Approve the plan, monitor school-wide attendance data, set targets, review annually.
- Principal: Ensure implementation of the plan, oversee attendance processes, liaise with DPs
- Deputy Principals: Monitor attendance data biweekly, initiate interventions at STAR thresholds, liaise with external agencies and other schools
- Teachers: Mark attendance accurately, notify DPs of attendance patterns or anomalies
- Office Staff: Follow up promptly on unexplained absences, communicate with whānau.
- Students: Attend school regularly and on time.
- Parents/Caregivers: Support regular attendance, notify the school of absences with reasons.
- Attendance Services (ACES): Provide support and intervention where necessary.

### 4. Monitoring & Reporting

Deputy Principals will meet in weeks 2, 4, 6, 8, and 10 each term to review attendance data, identify students exceeding absence thresholds, and plan interventions.

### 5. Attendance Targets

Our Board has set a target of 75% regular attendance (0–5 days absent per term), aligned with the Government's goal of 75% by 2026. Chronic. All attendance targets are tracked in the AMP in eTAP.

## **6. Intervention Process**

Interventions will follow the STAR thresholds and escalate as follows:

5 days – Student 'intervention initiated on eTAP and teacher informed

10 days – Email (teacher cc), Identify barriers, offer support meeting

15 days – Email (teacher cc), Identify barriers, offer support meeting, ACES notified

17+ days – Formal meeting with ACES and whānau to create a support plan.

## **7. Barriers-to-Attendance Process**

1. Identify barriers (student, whānau, school-based, systemic).

2. Document in MOE Attendance Intervention on eTAP.

3. Review progress after 2 weeks.

4. Escalate to ACES or other agencies if unresolved.

## **8. Communication Plan**

Attendance expectations will be communicated at enrolment, start of each year, and through termly newsletters. Threshold-specific notifications will be sent as per intervention process. Translations will be provided where needed. Termly updates on attendance are sent to all whānau via etap.

## **9. Inclusion & Special Circumstances**

For students with health conditions, transition plans, or alternative education, attendance expectations will be adapted. Cultural considerations will be respected in all attendance communications and interventions.

## **10. Review & Publication**

This plan will be reviewed annually in Term 4 or earlier if required by MoE regulations, approved by the Board, and published on the school website.

## Appendix A: Attendance Process & Parent Information

### DP Actions each term

DPs will meet fortnightly to analyse school wide attendance data. During these meetings they will look for students with absences over 7 days for the term and monitor lateness

#### 5 Days

- When a student reaches 5 days in a term the DPs are notified and monitor attendance

#### 10 Days

- Parents receive an automated email (see below)
- Reshare good attendance habits sheet and explain next steps

#### 15 Days

- Parents receive an automated email (see below)
- Reshare good attendance habits sheet and explain next steps
- Report to ACEs

#### 15+ Days

- Meeting with ACEs and Family arranged

#### Holidays during Term Time:

- Parents complete an extended leave form via the office
- Form explains these are unjustified absences

## 10 Day eTAP email

**Subject:** Important: [Child's Name]'s Attendance at School

Kia ora ~CAREGIVERNAME,

I am writing to inform you that ~PREFERREDNAME has been absent from school for ~TERMDAYSABSENT days this term. ~PREFERREDNAME's attendance for the year so far is ~ATTENDANCEPERCENTAGEFORYEAR and last year their attendance was ~ATTENDANCEPERCENTAGEFORPREVIOUSYEAR. Regular attendance is essential for ~PREFERREDNAME's learning and success, and each day they miss can make it harder to keep up with their peers.

Under Ministry of Education attendance guidelines, schools are required to follow up when students reach this threshold. This message is automatically generated to ensure we meet that obligation consistently for all families.

While we understand that absences may occur for a variety of reasons — including illness, travel during term time, or other family circumstances — Extended time away from school can begin to impact learning progress, friendships, and confidence. Regular attendance is critical for academic progress, social development, and wellbeing, and is a legal requirement while enrolled.

We ask for your support in ensuring ~PREFERREDNAME attends school every day they are well and able to do so.

If there are genuine barriers affecting attendance, please contact us so we can work together to find solutions. If absences continue, our next step would be to arrange a meeting to strengthen attendance support and, if required under Ministry processes, involve Auckland Attendance Services (ACES). However, our goal is to work collaboratively to ensure ~PREFERREDNAME can attend school regularly and feel fully supported.

Please feel free to reach out to discuss this further. Thank you for your partnership in helping ~PREFERREDNAME stay on track and thrive in their learning.

Note - If your child has recently returned to school or there are known medical circumstances, please treat this as a reminder of the attendance threshold rather than an indication of new concern.

## 15 day eTAP email

Kia ora ~CAREGIVERNAME,

We are writing to follow up regarding ~PREFERREDNAME's attendance. ~PREFERREDNAME has now been absent for ~TERMDAYSABSENT days this term. Their attendance for the year so far is ~ATTENDANCEPERCENTAGEFORYEAR, and last year their attendance was ~ATTENDANCEPERCENTAGEFORPREVIOUSYEAR.

At 10 days absent, we contacted you in line with Ministry of Education requirements. Now that absences have reached 15 days this term, we are increasingly concerned about the impact this is having on ~PREFERREDNAME's learning progress, confidence, and connection to school.

Regular attendance is essential for academic achievement, social development, and wellbeing. It is also a legal requirement for students enrolled at school. While absences may occur for a range of reasons — including illness, travel during term time, or family circumstances — ongoing absence places students at risk of falling behind.

We would like to work with you to strengthen ~PREFERREDNAME's attendance. If there are barriers affecting regular attendance, please contact us so we can identify supports together.

At this stage, Auckland Attendance Services (ACES) have been notified. Our next step will be to arrange a meeting with you to develop a clear plan to improve attendance. Our goal is to address this early and collaboratively so that ~PREFERREDNAME can attend regularly and feel confident and successful at school.

Please contact us as soon as possible to discuss next steps. We appreciate your prompt attention to this matter and your partnership in supporting ~PREFERREDNAME's education.

15+ Day email

**Subject:** Meeting Request to Discuss ~PREFERREDNAME's Attendance

Kia ora ~CAREGIVERNAME,

I'm reaching out to discuss ~PREFERREDNAME's attendance, as we haven't seen the improvement we were hoping for since our last communication. ~PREFERREDNAME has now missed ~TERMDAYSABSENT days this term, and we're concerned about the impact this is having on ~HISHER learning and progress.

To ensure we're providing the best possible support, we'd like to invite you to a meeting with myself and a representative from Auckland Attendance Services (ACES). This meeting is an opportunity for us to understand any challenges you may be facing and to work together to create a plan to help ~PREFERREDNAME attend school regularly.

**Meeting Details:**

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Location, e.g., school office or via video conference]

Please let us know if the proposed time works for you or if there is another time that is more convenient. Your partnership is invaluable to us, and we want to support both you and ~PREFERREDNAME in overcoming any barriers to regular attendance.

Thank you for your attention to this matter. We look forward to working together to support ~PREFERREDNAME's continued growth and success.