

ROTORUA PRIMARY SCHOOL

PUKEROA ORUAWHATA

Te uru o te whetū - To be guided by the star.

ATTENDANCE MANAGEMENT PLAN 2025–2028



Distinguished School

Rotorua Primary School Attendance Management Plan 2025–2028

Purpose

This Attendance Management Plan (AMP) outlines how Rotorua Primary School identifies, monitors, and responds to student absence in accordance with the Ministry of Education's Stepped Attendance Response (STAR) framework.

Our goal is to strengthen regular attendance, enhance student wellbeing, and maintain compliance with the Education and Training Act 2020, NAG 5, and forthcoming Attendance Management Regulations (2026).

Strategic Alignment

This plan aligns with the Rotorua Primary School Strategic Plan 2025 and reflects the school's vision:

“Te Uru o te Whetū – Guided by the Star”

Supporting our taonga to thrive in an environment that fosters their whare tapa whā, confidence, capability, and cultural connectedness as contributors to Ngāti Whakaue, Aotearoa, and the world.

Our Values in Attendance Practice

- **Pukeroatanga** – valuing identity and connection to strengthen belonging and engagement.
- **Whakatangata** – fostering wellbeing and inclusion so students feel supported to attend.
- **Hononga** – working in partnership with whānau to remove barriers to attendance.
- **Mana Motuhake** – empowering students and families to take ownership of regular attendance.
- **Kaitiakitanga** – sustaining systems that support attendance through good governance and data management.

Board Responsibilities

The Board of Trustees will:

- Approve, publish, and review the Attendance Management Plan every three years.
- Monitor attendance trends at each Board meeting.
- Ensure adequate resources and staffing for attendance interventions.
- Ensure the plan meets all legislative and policy obligations, including:
 - Education and Training Act 2020
 - Health and Safety at Work Act 2015
 - National Administration Guideline (NAG 5).

Principal Responsibilities

The Principal will:

- Implement and oversee the Attendance Management Plan across the kura.
- Ensure accurate and timely recording of attendance data in eTAP.
- Monitor attendance patterns and oversee interventions.
- Coordinate the Attendance Service referrals and external support where necessary.
- Report termly to the Board on overall attendance and trends.
- Ensure all staff are trained and accountable for attendance compliance.

Monitoring and Reporting

- **Daily:** Attendance Officers review eTAP data and contact whānau for unexplained absences.
- **Weekly:** SLT reviews attendance patterns and identifies at-risk students through hui.
- **Monthly:** Red zone students (15+ days absence per term) are tracked through intervention reports.
- **Termly:** Attendance data and analysis presented to the Board and shared with staff.

Stepped Attendance Response (STAR)

Level	Attendance Range per Term	Response and Action
 Green Zone	0–4 days absent ($\geq 90\%$)	Acknowledge and celebrate positive attendance. Class and syndicate recognition through “Connected Learner” awards.
 Yellow Zone	5–9 days absent (80–89%)	Kaitakawaenga contacts whānau to discuss barriers. Develop a simple attendance plan if patterns persist.
 Orange Zone	10–14 days absent (70–79%)	SLT-led attendance hui with whānau and student. Formal plan recorded and monitored weekly. Attendance Officer support assigned.
 Red Zone	15+ days absent ($< 70\%$)	Intensive intervention led by SLT. Referral to Attendance Service and external agencies if required. Review attendance plan fortnightly.

Whānau Responsibilities

- Ensure students attend school daily unless illness or justified absence occurs.
- Contact the office before 9am on the day of absence.
- Participate in attendance hui or plans when required.
- Support the kura's efforts to improve attendance.

Staff Responsibilities

Teachers and Kaihāpai:

- Accurately mark rolls at the beginning of each block in eTAP.
- Identify and communicate patterns of absence or lateness.
- Celebrate consistent attendance.
- Refer students with declining attendance to Kaitakawaenga through the weekly attendance hui process.

Kaitakawaenga and Attendance Officers:

- Monitor flagged students daily.
- Record contacts with whānau in SMS.
- Coordinate home visits and external referrals when required.
- Provide weekly updates to SLT.

Senior Leadership Team:

- Lead attendance strategy, case review, and data analysis.
- Manage Red Zone referrals and external agency engagement.
- Report attendance data to the Principal and Board.

Internal Processes and Tools

- Daily text alerts to parents/caregivers of unexplained absences.
- Weekly hui to review attendance data and follow up actions.
- Attendance dashboard tracking in eTAP.
- Attendance Service referral after 20+ consecutive absences.
- Case management system for chronic non-attendance.

Legislative Compliance

This plan ensures compliance with:

- *Education and Training Act 2020* (Section 36 – Compulsory Attendance).
- *Health and Safety at Work Act 2015* (duty to provide safe environments).
- *NAG 5* (duty to provide a safe physical and emotional environment).
- Attendance Management Plan Regulations 2026 (pending).

Review Cycle

- Annual internal review: Term 4 of each year.
- **Formal three-year review:** Term 4, 2028 or upon regulatory change.
- **Reporting:** Attendance trends and AMP implementation reported to ERO as part of the kura's evaluation cycle.

STUDENT IS UNJUSTIFIED ABSENT FOR 3 DAYS

- Office to contact whanau - email, phone
- Office to check in with teacher/ monitor sibling attendance
- Office to record contact and outcome on attendance register

TEACHER TO CONTACT WHANAU

Message to whanau is “How can we support/What are the barriers to getting to school?”

Teacher to record contact and outcome on attendance register

STUDENT RETURNS

Supportive approach to reengaging with school

Record on attendance register

STUDENT REMAINS ABSENT

(5 days or a noticeable pattern)

Teacher to contact whanau

Record on attendance register (UA)

STUDENT REMAINS ABSENT

(7 days)

Office to email and post copy of truancy letter #1

Record on attendance register

Inform SENCo/LSC

STUDENT REMAINS ABSENT

(10 days)

Office to email and post copy of truancy letter #2

Record on attendance register

Inform SENCo/LSC

STUDENT REMAINS ABSENT
(20 days)

REMOVAL FROM SCHOOL ROLL

STUDENT REMAINS ABSENT
(12 days)

Office to create unjustified referral through to Ever Day Matters Team
Inform SENCo/LSC

