ATTENDANCE MANAGEMENT

SANCTA MARIA COLLEGE

2026

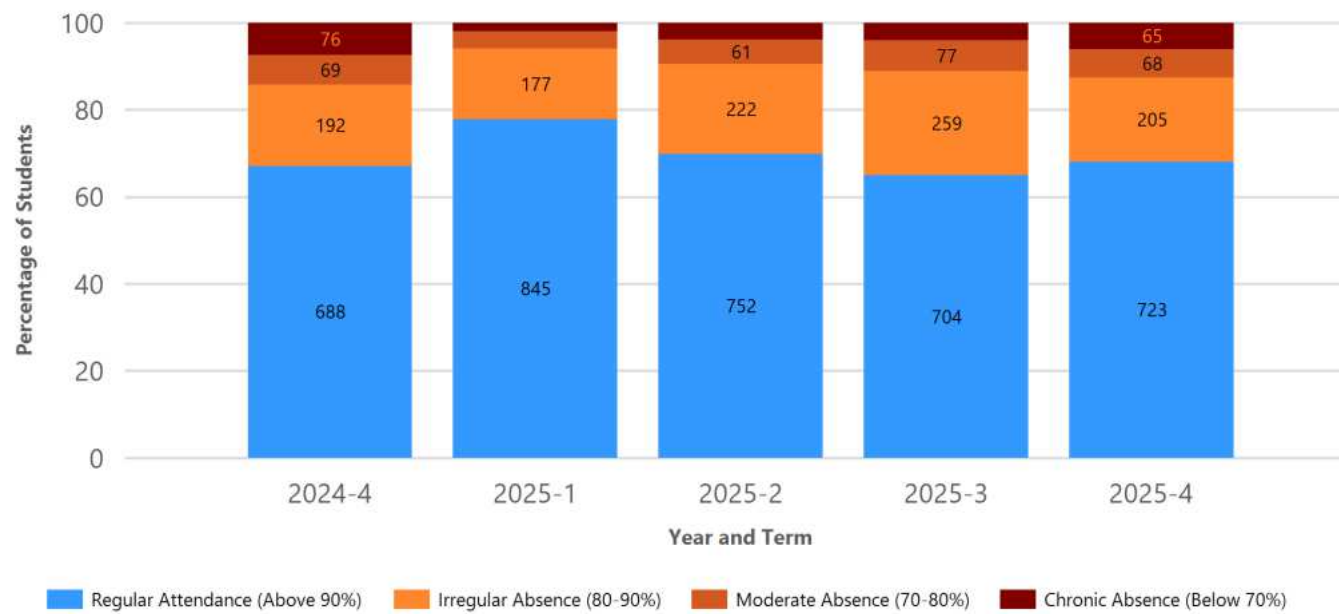# Contents

STATISTICS

Overall attendance for Term 4, 2024 and whole of 2025.

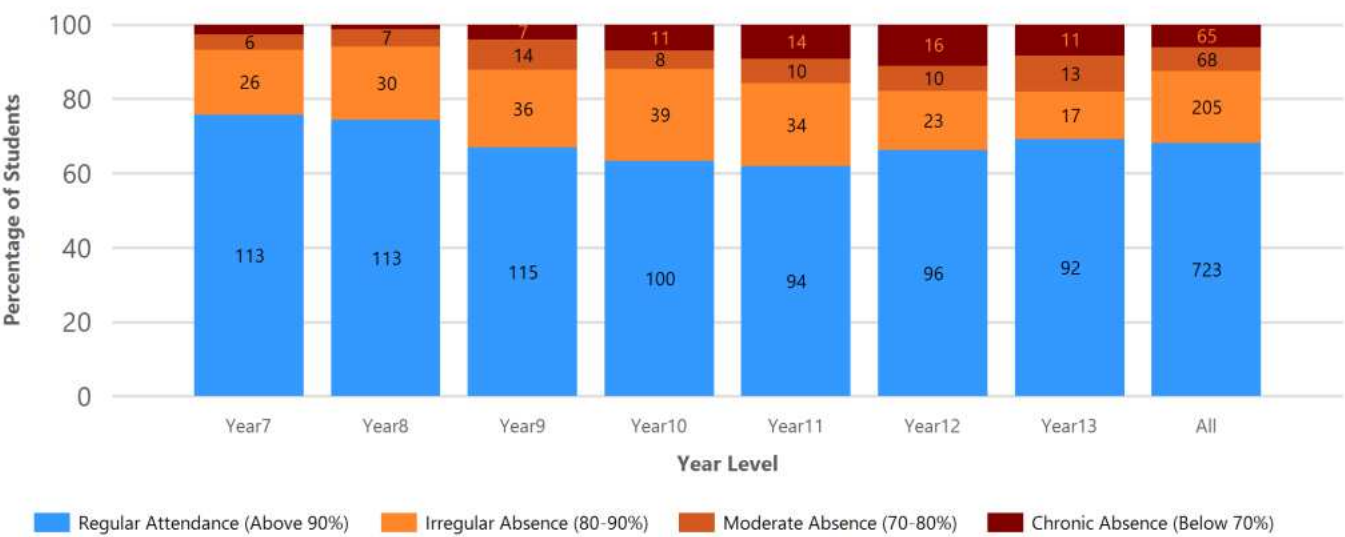**How have your student attendance categories changed over the last 5 terms?**

NOTE: Percentages are shown on the vertical axis while the bars show the actual number of students.

	2024-4	2025-1	2025-2	2025-3	2025-4
Chronic Absence (Below 70%)	76		61		65
Moderate Absence (70-80%)	69			77	68
Irregular Absence (80-90%)	192	177	222	259	205
Regular Attendance (Above 90%)	688	845	752	704	723

Legend:
- Regular Attendance (Above 90%)
- Irregular Absence (80-90%)
- Moderate Absence (70-80%)
- Chronic Absence (Below 70%)

Overall Attendance by Year Level

How are your student attendance categories distributed by year level?

NOTE: Percentages are shown on the vertical axis while the bars show the actual number of students.


Legend: Regular Attendance (Above 90%) | Irregular Absence (80-90%) | Moderate Absence (70-80%) | Chronic Absence (Below 70%)

Attendance by Ethnicity

How are your student attendance categories distributed by ethnicity?

NOTE:
- Students who identify with more than one of these ethnic groups are counted in each.
- Percentages are shown on the vertical axis while the bars show the actual number of students.
- Where there are small numbers in a group, please interpret with caution

Attendance by Gender

How are your student attendance categories distributed by gender?

NOTE: Percentages are shown on the vertical axis while the bars show the actual number of students.
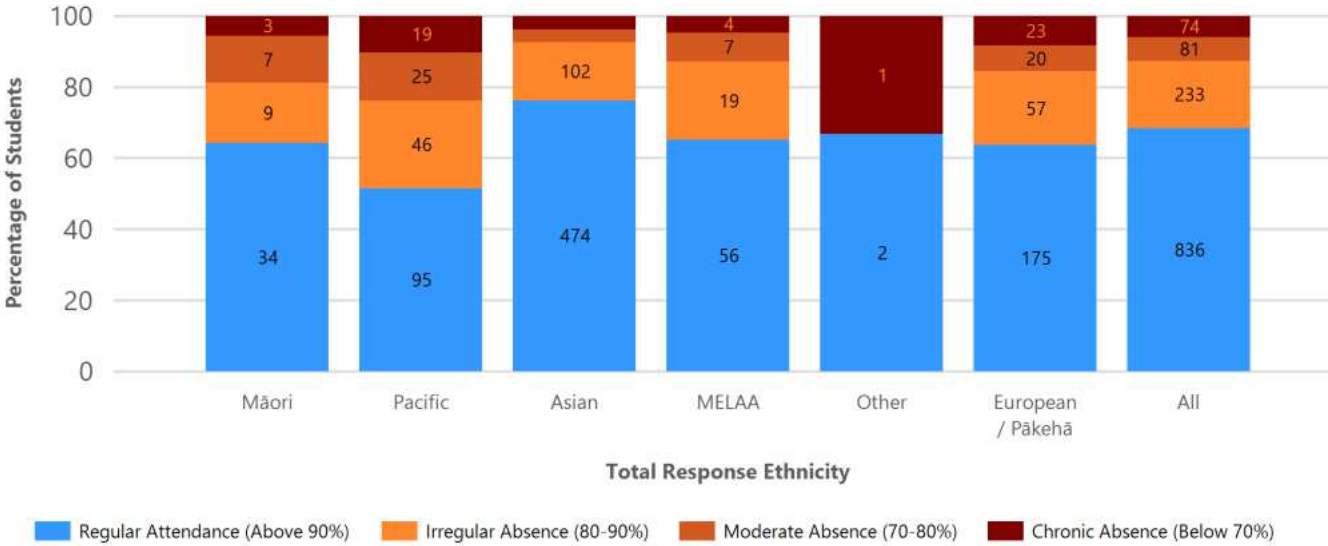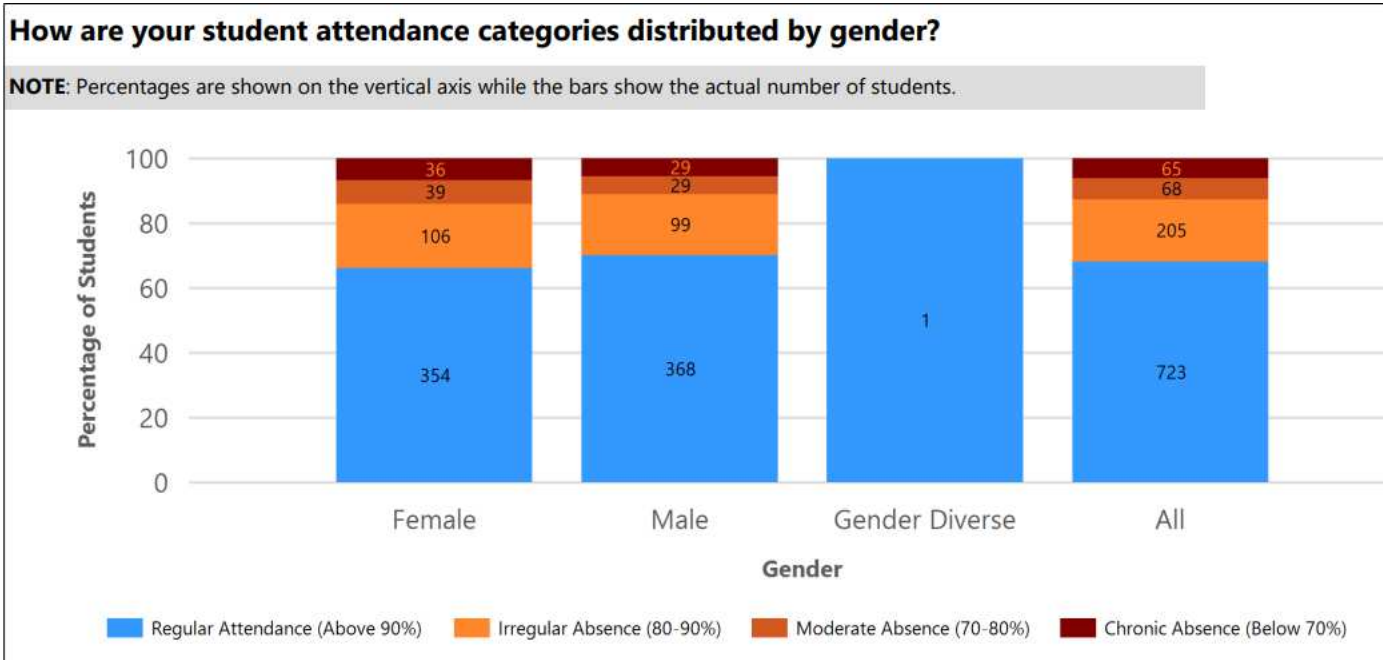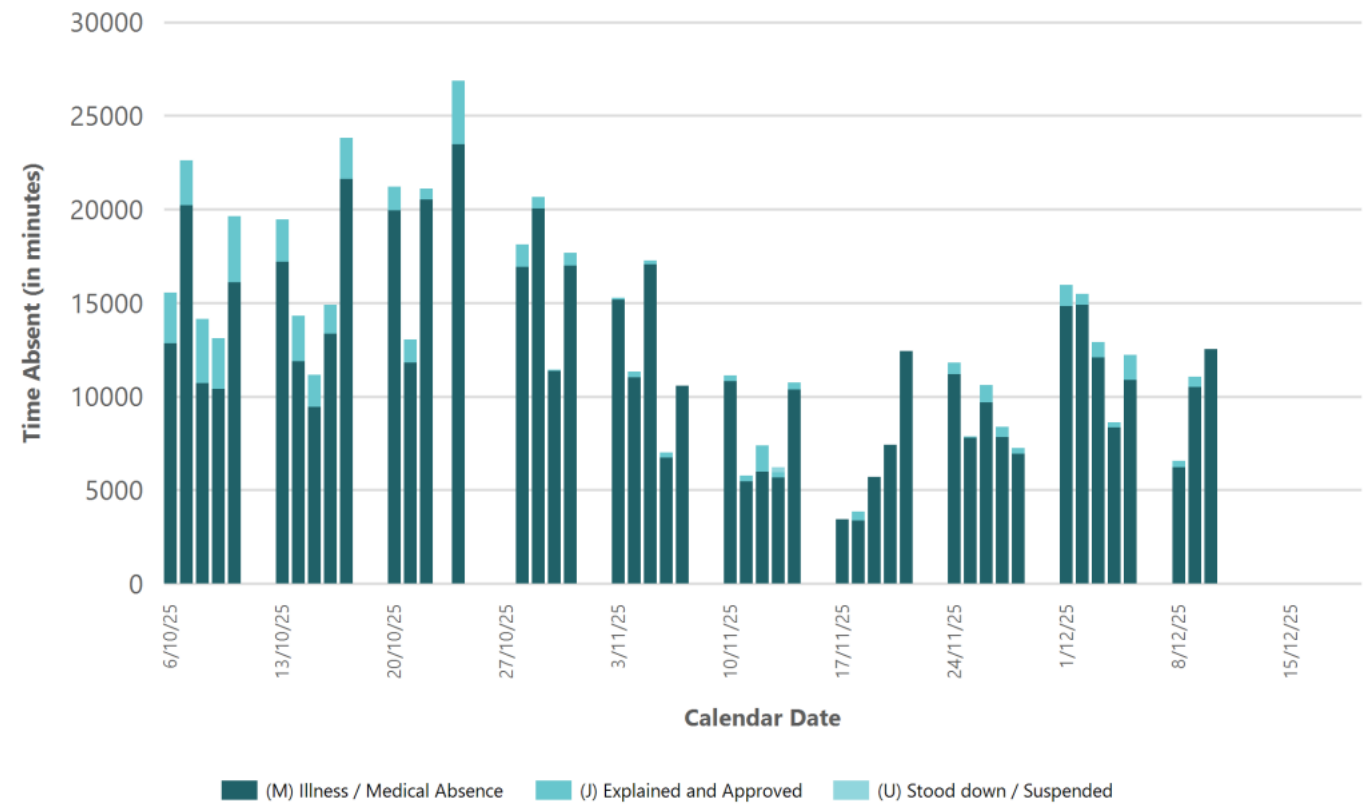

Reasons for absence, broken down into Year Levels

What differences are there between year levels in reasons given for absence?
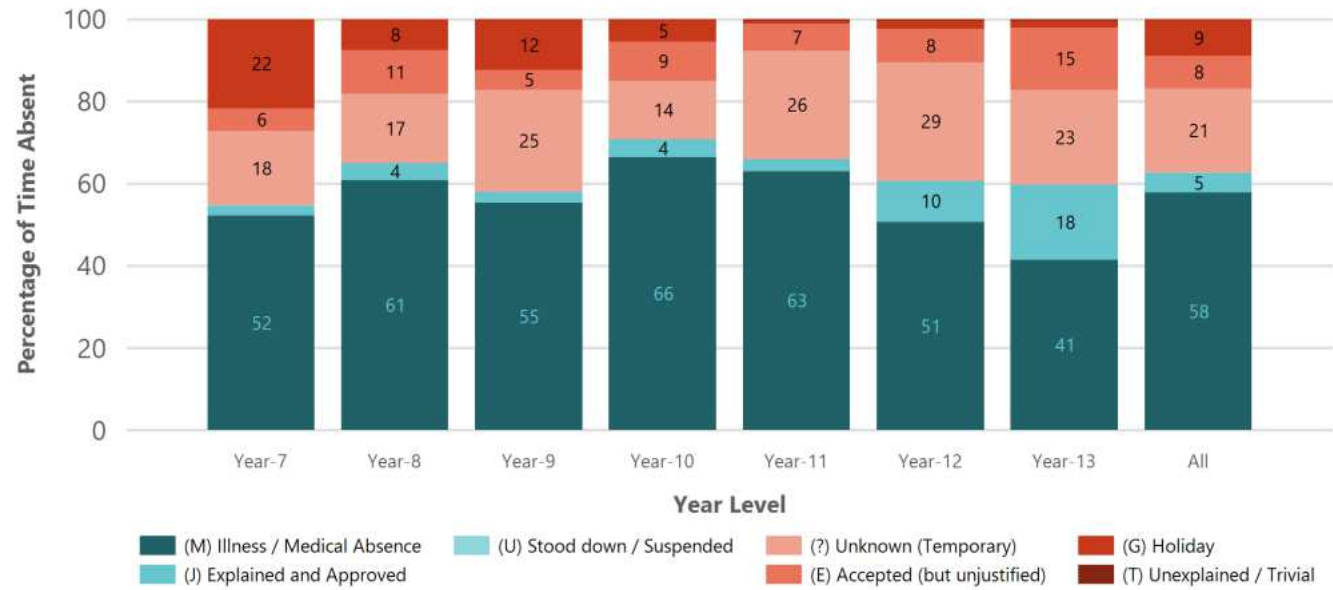
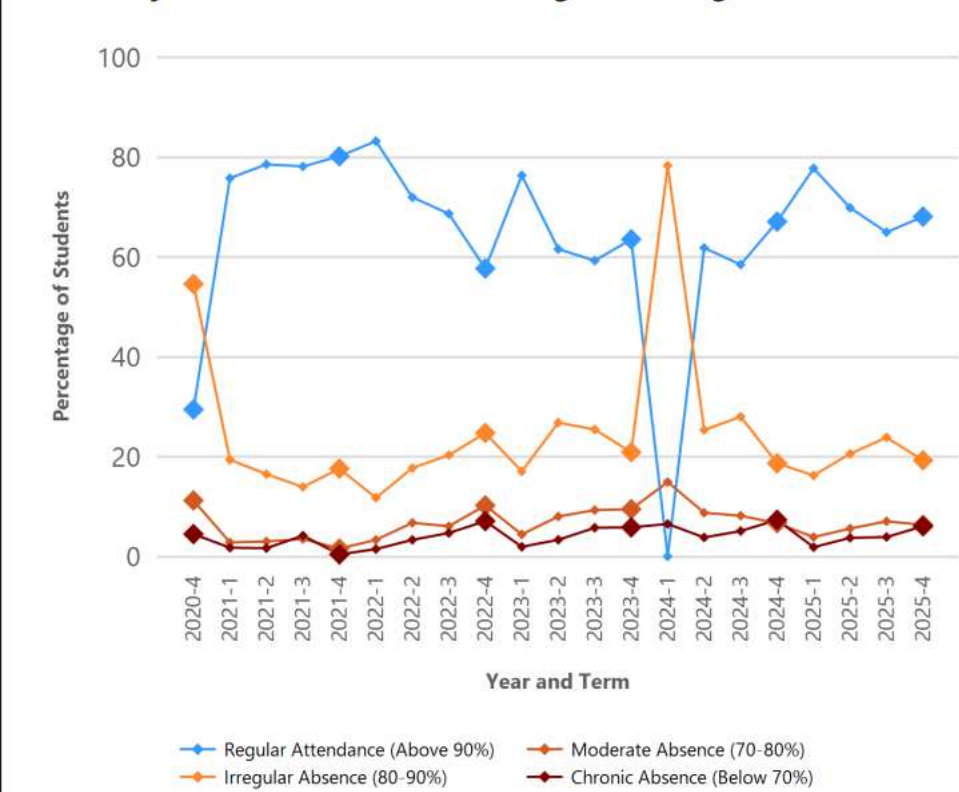Attendance distributed based on the days of the week

Which days and weeks had high Justified Absence?

Legend: (M) Illness / Medical Absence · (J) Explained and Approved · (U) Stood down / Suspended

X-axis: Calendar Date · Y-axis: Time Absent (in minutes)

Has the Attendance Categories changed over time?

How have your student attendance categories changed over time?

Year Term	Regular	Irregular	Moderate	Chronic
2020-4	30%	55%	11%	5%
2021-1	76%	19%	3%	2%
2021-2	79%	17%	3%	2%
2021-3	78%	14%	4%	4%
2021-4	80%	18%	2%	0%
2022-1	83%	12%	3%	2%
2022-2	72%	18%	7%	3%
2022-3	69%	20%	6%	5%
2022-4	58%	25%	10%	7%
2023-1	76%	17%	4%	2%
2023-2	62%	27%	8%	3%
2023-3	59%	26%	9%	6%
2023-4	64%	21%	10%	6%
2024-1	0%	78%	15%	7%
2024-2	62%	25%	9%	4%
2024-3	59%	28%	8%	5%
2024-4	67%	19%	7%	7%
2025-1	78%	16%	4%	2%
2025-2	70%	21%	6%	4%

SMC ATTENDANCE MANAGEMENT PLAN

Sancta Maria Catholic 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. 80% of students attending 90% of the time.

Our school currently has 68% regular attendance and a target of lifting regular attendance to 80% 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 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)

Developed: February 2026	Next review: January 2027

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 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 an external agency, where necessary to improve our levels of student attendance.

Parent/Whanau responsibilities

- ensure students attend every day they are able
- reinforce good attendance habits
- have 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 at 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 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, Navigation and Homeroom teachers are responsible for recording student attendance to their class each period/ half day basis.

Navigation, HR and Subject teachers are responsible for checking the accuracy of attendance entered on KAMAR and following the school guidelines to follow up on attendance concerns. They will also monitor and follow up on lateness and other attendance issues.

Kaihautu are responsible for monitoring student attendance for their respective houses. This involves monitoring students with under 80% attendance, conducting interview/s with the student, contacting home and bringing whanau into the loop, recording ALL conversations, actions on KAMAR and liaising with external agencies when required, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

SLT – Review attendance data at the end of each term for their respective houses, with their Kaihautū. Note trends. SLT will note any schoolwide trends. Support Kaihautu with referral to outside agencies with Chronic absence cases.

Parents will have access to student attendance data via SCHOOLBRIDGE.

Attendance Services and other 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 KAMAR. The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact our Head of Pastoral.

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 e.g. contact parents asap (ideally within 2 school days) and arrange meeting for as soon as possible.

Kaihautu meet in houses Wednesday am from 8.20am. Our Attendance Officer can support with some queries around marking of roll and parent notification.   For Attendance queries around Chronic absence follow up, please contact Kaihautu.

Day-to-day operations			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents	ALL staff are responsible for setting expectations. This is done at assemblies, in subject, navigation and HR classes. Constantly communicate process and procedures. Emphasis parent communication with school when student is absent. Phone calls, emails and parent meetings when needed. Expectations reiterated with written communication. These include enrolment forms, newsletters, website/ Instagram, FB.	Navigation, HR and Subject teachers Principal School board	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents 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	Rolls are marked during HR and Period one. 10am text sent to parents by our Attendance Officer about students not at school, if there are no notes or reason for absence. Our Attendance Officer fields any responses to texts and makes a note on KAMAR. The above occurs daily.	Attendance Officer	Text based reminder to be sent from 10 am for all unexplained absences. Very important that teachers mark the roll accurately. Email reminder sent to staff 10min into each lesson reminding them to mark attendance.
Minimise disruptions to the school day and week	School board and school leadership prioritise school hours to be for learning.	School leadership team	When EOTC application lodged, the HOD and Senior Leaders must consider impact on learning if student is away from class.
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Deputy Principal in charge of new enrolment, collects history of students	When doing school visits the year before, at the new parents welcome and start of new year reiterate attendance expectations.

		attendance. Kaihautu to support investigating new students attendance.	
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 Head of Pastoral.

Students with less than 5 days absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents. Request reason. Note it on KAMAR.	HR and Navigation teacher.	Follow-up all absences to confirm reason for absence. No action taken
Provide students and parents with regular updates on their own attendance	Parents and students have access via SCHOOLBRIDGE to see their child's attendance Stats.	HR, Navigation and Subject Teacher	From Week 6, emails sent to parents advising of their child's attendance for the past week. Email sent on Monday. No further action required
Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence. Any students, already on attendance list from previous term will be identified by the pastoral care team at their weekly meetings.			
Students with less than 10 days absence (5-9 days)			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parents to discuss reasons for absence and impact on learning	At 5 days of absence, in the first instance make telephonic contact with parents. For repeat 5 days absence send email to parent (use template).	HR and Navigation Teacher (Any concerns of next steps discussion options with year level dean.)	Record actions taken in KAMAR. If absence deemed truant or weak reason, then issue afterschool detention. ********. Record on KAMAR. If there is no action taken due to individual circumstance- record this against student record. Follow-up to be within 2 schools days of meeting the threshold.
Support students to catch up missed learning where required	Identify missed learning objectives and consider notes or activities to bring student back up to speed	Navigation Teacher needs to advocate for student	Discuss with student during Navigation time student to follow up with appropriate subject teachers. Check no internal assessments missed. (Yr11-13)
Use in-school resources as appropriate to Remove barriers e.g. counsellor, uniform, bus pass	SMC Community of CARE team (Counsellors, Nurse, Kaihautu, Learning support) to help identify barriers that the school could assist with	Navigation teacher/ Community of CARE team.	Parents and student provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse appointments
Between 5-9 days 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 that 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.			

Students with less than 15 days absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Kaihautu and SLT for the house student belongs to.	Record actions taken in KAMAR. If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	Kaihautu. SLT when appropriate	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.	Kaihautu working with the Navigation teacher, Subject teachers and HR teacher. Kaihautu must meet and brief these staff.	Take action quickly where expectations aren't being met and ready to pivot if required ie: adjust actions, include more close monitoring, bring caregivers in again, as and if required.
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available	Kaihautu	This could be Guidance team

Between 10-14 days 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 against student record.

Students with greater than 15 days absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parent to escalate concerns	Further escalating email (use template)	SLT for each house. Kaihautu will provide detailed paper trail	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	SLT meets with student and caregivers	Co-create a plan to return student to regular attendance. Student, Caregiver, Kaihautu to contribute to this plan.
Request support from Attendance Service or other agencies as needed Participate in multi-agency response	Refer to Ministry of Education attendance services or other agencies Support access to services and collaborating with specialists	SLT pastoral to support SLT house	Before referral check all previous actions like support plan are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return student to regular attendance
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Kaihautu and SLT for house	Support plan in place Continue monitoring Steps taken to reintegrate student

Over 15 days absence, investigate 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.

INCENTIVES AND REWARDS TO HELP STUDENTS STAY MOTIVATED TO ATTEND SCHOOL REGULARLY.

Students who attain 100% attendance in Term 1

- Each of these student will get a letter from the Principal congratulating them on this achievement.
- Each student will go into the draw to win a $100 Botany Town Centre voucher.

Students who maintain a 100% or higher attendance rate over Term 2, Term 3 and Term 4

- Each student receives a letter from the Principal congratulating them on this achievement.
- Each student will go into a draw to win a $100 Botany Town Centre voucher.

House rewards

- At the end of each term the average attendance percentage is tallied up and the top house are awarded house points (Exact points to be awarded still to be determined)

Year Level acknowledgments

- At Assemblies, the Principal will announce running tallies of which Year Level is leading in terms of percentage attendance.