



Aligned with Stepped Attendance Response (STAR)

Why Coming to School is Important We believe that being at school every day helps you learn, make friends, and have lots of fun! It's the best way to make sure you don't miss out on anything. Our school is committed to supporting regular attendance, with the **Government's target being for 80% of students to attend regularly, meaning more than 90% of the time**. This plan strengthens our attendance culture, improves data quality, enables timely support and escalation, and helps us identify what works well to support student attendance. We will set attendance targets and regularly review attendance data to ensure we are meeting these goals.

1. Being at School

- **Be on Time:** Try to get to school before the bell rings. This gives you time to get settled and ready for class. This reinforces good attendance habits.
 - **Go to Class:** When you get to school, hang up your bag and then play outside until the bell. When the bell rings, go straight to class.
 - **Teachers Check Attendance:** Your teachers will mark the roll in the morning and the office manager will mark it in the afternoon. This helps us know that everyone is safe and where they're supposed to be. This is part of our day-to-day attendance management activities.
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2. If You're Not at School

- **Where Are You?:** If you're not at school and we haven't heard from your parents or caregivers, our Office Manager will follow up. The school will **contact parents to discuss reasons for absence and its impact on learning, communicating about every absence**. We are committed to **acting early in following up absences to support students to stay engaged**.
 - **Calling Home:** The Office Manager will call your parents or caregivers to find out why you're not at school. This is just to make sure everything is okay. If you do not respond, a text or message will be left. We will maintain up-to-date contact details for parents.
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3. If You're Sick

- **Tell Your Grown-Up:** If you're not feeling well enough to come to school, tell your parents or caregivers.
 - **Grown-Ups Tell Us:** Your parents or caregivers need to let the school know that you won't be there. They can do this by:
 - Calling the school office - 06 357 6256
 - Sending an email to the school - office@pnacs.school.nz
 - Using Skool Loop or our website - www.pnacs.school.nz
 - **Catching Up:** When you're feeling better and come back to school, talk to your teachers about any work you missed. They'll help you catch up with your classmates. We will **support students to catch up on missed learning where required**.
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4. Stepped Attendance Response (STAR): Checking Attendance and Providing Support Our school will implement a stepped response to student absence, considering the student's learning aspirations, whānau context, reasons for absence, likelihood of reoccurrence, attendance history, and prior interventions. We will provide students with **regular updates on their own attendance and report regularly to parents** on their child's attendance. For new students, we will **assess their attendance history** and share attendance history when students move between schools.

- **GOOD ATTENDANCE: Less than 5 days absence in a term**
 - **School Actions:** We will continue to **communicate with parents about every absence and maintain contact details**. We will support students in attending school and ensure open communication with parents.
 - **Parent/Guardian Actions:** We encourage parents to **ensure students attend every day they are able, reinforce good attendance habits**, and support other parents in doing the same. Parents should maintain **open communication with the school** and follow our attendance management plan and associated policies.

- **WORRYING ATTENDANCE: Up to 10 days absence in a term**
 - **School Actions:** We will **contact parents to discuss the reasons for absence and the impact on learning**. We will support students to catch up on missed learning where required and **use in-school resources as appropriate to remove barriers**, such as counsellors, alternative timetables, or Positive Behaviour for Learning (PB4L) initiatives.
 - **Parent/Guardian Actions:** Parents are encouraged to **return students to regular attendance**, contact the school to discuss reasons for absence and its impact on learning, **support students to catch up on missed learning**, and **engage in any supports offered**.

- **CONCERNING ATTENDANCE: Up to 15 days absence in a term**
 - **School Actions:** We will **contact parents to inform them of the escalated response**. We will **hold a meeting to analyse reasons for absence and to collaborate on a support plan**. We will **develop and implement a support plan tailored to the reasons and circumstances** around the child's absence, using in-school resources as appropriate to remove barriers. We may **request support from Attendance Service or other agencies as needed**.
 - **Parent/Guardian Actions:** Parents are expected to **return students to regular attendance, participate in meetings with the school** to analyse reasons for absence and collaborate on a support plan, and **implement strategies at home**.

- **VERY CONCERNING ATTENDANCE: 15 days or more absence in a term**
 - **School Actions:** We will continue to **develop and implement a support plan tailored to the reasons and circumstances** around the child's absence, using in-school resources as appropriate. We will **request support from Attendance Services or other agencies** as needed and **participate in a multi-agency response**. We will **maintain implementation and monitoring of the support plan**. When appropriate, if supports are offered and not taken up, we may **undertake school-led prosecution, or request Ministry-led prosecution**. We may also unenroll the student if they will not be returning to school.

- **Parent/Guardian Actions:** Parents are expected to **return students to regular attendance, engage in the support plan, and participate in regular meetings.**
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5. Celebrating Good Attendance

- **Super Attendance:** At the end of each term, we celebrate students who have come to school every day. This reinforces good attendance habits and strengthens our attendance culture.
 - **Assembly Awards:** If you've had 100% attendance, you'll be recognized at assembly, and you'll get a special certificate.
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If you or your family have any questions about attendance, please ask your teacher or someone in the office.

Reviewed October 2025