



## Attendance Management Procedure - Stepped Attendance Response (STAR)

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### Purpose:

At Marist College, we believe that regular attendance and punctuality are key to student success. Being at school every day and on time helps our students:

- Learn more effectively
- Build confidence
- Stay connected with peers
- Develop strong habits for life

Missing school or arriving late can lead to gaps in learning, making it harder to keep up with lessons and maintain friendships. Over time, this can impact a student's confidence, social development, and future opportunities.

The Ministry of Education defines regular attendance as students being present for at least 90% of the term, and the Government has set a national goal that 80% of students will meet this level of regular attendance by 2030. Marist College has 67% regular attendance (average over 2025) and a target of lifting regular attendance to 75% (average) by the end of 2026. The College is committed to working in partnership with students and families to support every learner to be present, engaged, and able to thrive.

### [Marist College Student Attendance Policy](#)

For parents and students, the law of New Zealand is very clear: you must send your children to school - full time, until the age of 16.

Students are recorded as present or absent using set Ministry of Education attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for an unapproved holiday/overseas trip or other unsatisfactory reason) and is marked as such in our attendance register. For further information, see <https://www.education.govt.nz/education-professionals/schools-year-0-13/attendance/attendance-codes>.



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### Expectations and responsibilities

#### *Board of Trustees:*

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.

#### *The Principal is responsible for:*

- Developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- Ensuring that student absence is investigated, responded to and actions taken recorded aligned with the thresholds
- Ensuring 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.

#### *The school is responsible for:*

1. Having systems in place to monitor and manage student attendance. Within these systems the school will evaluate student attendance rates and undertake any follow-up required.
2. Ensuring staff understand and implement the school's attendance procedures via the School's Student Management System (SMS).
3. Having year level Deans monitor student attendance irregularities and communicate with a student's parents/legal guardians as necessary.



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### *Students:*

1. Must comply with the school's attendance procedures.
2. Students can take responsibility for their own attendance. E.g. If they think the entry is incorrect, they should address the teacher directly.
3. Students should take responsibility to catch up on work missed, when absent.

### *Parents/Caregivers:*

1. Parents/ caregivers are expected to notify the school, in advance where possible, when a student will be absent. This can be via SchoolBridge, email or phone call.
2. Parents, whānau and caregivers are able to check student attendance at any time using the Marist College SchoolBridge App.
3. Follow up any unexplained absences (after text notification or after the weekly summary)

## **Legislative compliance/ Legislation**

[Education and Training Act 2020](#)

[Education Attendance rules](#)

## **Monitoring**

The school will ensure that effective systems are operational, and are continually reviewed, to monitor and manage daily student attendance. Through high levels of student attendance, the school aims to positively impact on student achievement and engagement.



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### **Attendance Management Procedures**

#### **School Hours:**

Monday, Wednesday, Thursday and Friday: 8.30am – 3pm (the first pre bell goes at 8.25am to direct students to whānau or assembly)

Tuesday: 8.55am – 3pm (the first pre bell goes at 8.50am to direct students to class)

#### **Reporting absences:**

Parents are required to report absences through SchoolBridge, email or phone call – as soon as possible. Parents are required to respond to the office if they receive a text message identifying an unreported absence.

#### **School follow up on absences:**

- Parents will receive a text message in the morning each day that their child is absent and if we have not received an update of this absence.
- On a Sunday night each week, an automated summary will be sent to parents/caregivers.
- It is expected that parents/caregivers respond to the text or the attendance summary to clear any '?' they see on the report.

#### **Lateness:**

Students are required to be on time as per school hours in the morning. Continued lateness is recorded and followed up on by our Year Level Deans.

Parents/caregivers are expected to notify the school, in advance where possible, when a student will be late to school. This can be via SchoolBridge, email or phone call. Students must sign in at the office when they are late to school. Students will be coded as L.



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The STAR guidelines from the Ministry of Education are based on days absent in a term. The STAR framework aims to improve school attendance by setting clear expectations, guiding effective responses, and helping schools and communities act early and consistently.

<b>GOOD</b> Good chance of success	<b>WORRYING</b> Less chance of success	<b>CONCERNING</b> Hard to make progress	<b>SERIOUS CONCERN</b> Very hard to make progress
0 - 4 days absence in a school term	5 - 9 days absence in a school term	10 - 14 days absence in a school term	15 + days absence in a school term
<p>Normal follow up of attendance</p> <ul style="list-style-type: none"> <li>• For absences longer than three days, the school may request a medical certificate.</li> <li>• Whānau teacher follows up weekly attendance emails where needed.</li> <li>• School secretary sends Dean weekly attendance reports and medical absences.</li> <li>• Report regularly to parents on attendance of their child</li> </ul>	<ul style="list-style-type: none"> <li>• An automated notification will be sent to parents/caregivers from our Student Management System (KAMAR).</li> <li>• The dean will also receive this notification, and these absences are discussed at regular pastoral meetings.</li> <li>• Dean will use attendance data to monitor ongoing absences for the student.</li> <li>• Student records will be updated on KAMAR</li> <li>• Dean will contact home if progressing towards 'concerning'</li> <li>• Use of pastoral support if needed (counsellor)</li> </ul>	<ul style="list-style-type: none"> <li>• Dean will contact and arrange meeting with the parents/caregivers to escalate concern with DP Pastoral. Purpose of the meeting is to discuss the situation and offer appropriate in-school support systems to help remove any barriers to attendance.</li> <li>• Student records will be updated on KAMAR.</li> </ul>	<p>Deans will check any students with 15+ days absence. SLT manage process from here, with</p> <ul style="list-style-type: none"> <li>• Parent Letter</li> <li>• Parent/Caregiver Meeting with Senior Leader.</li> <li>• Develop and implement a support plan tailored to the reasons and circumstances.</li> <li>• SLT may request additional support from Attendance Services or other relevant agencies, if appropriate.</li> </ul>