

Murrays Bay Primary School

Attendance Management Plan

Approval: Murrays Bay School Board

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Effective date: 1 February 2026

Review cycle: At least every three years, with annual internal review (Term 3) or earlier if required by the Secretary for Education

1. Purpose and Rationale

Murrays Bay Primary School recognises that **regular attendance is essential** for student wellbeing, engagement, progress, and achievement. Students who attend school every day are more likely to feel connected to their peers and teachers, build positive learning habits, and achieve to their full potential.

This Attendance Management Plan (AMP) outlines how the school:

- Promotes regular attendance
 - Monitors and responds to absences
 - Identifies and addresses barriers to attendance
 - Meets legal and Ministry of Education (MoE) requirements
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2. Strategic Alignment

This plan aligns with:

- **Murrays Bay Strategic Plan 2026–2029**
 - **Annual Implementation Plan 2026**
 - **Ministry of Education Attendance Strategy and Stepped Attendance Response (STAR)**
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3. Attendance Data and Targets

Current Attendance Data (2024)

Term	Regular	Irregular	Moderate	Chronic
Term 1	No data	No data	No data	No data
Term 2	70%	24%	5%	5%
Term 3	67%	27%	9%	5%
Term 4	77%	14%	5%	4%

Success Measures and Targets

By the end of **2026**, Murrays Bay Primary School aims to:

- Increase **regular attendance to 90%**
 - Reduce **chronic absenteeism to below 5%**
 - Strengthen student, whānau, and staff understanding of the importance of daily attendance
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4. Legal Obligations and Responsibilities

In accordance with the **Education and Training Act 2020**:

- All students aged **6–16 years** must be enrolled and attend school regularly
- The **Board** must take all reasonable steps to ensure student attendance
- **Parents and caregivers** are legally responsible for ensuring their child attends school

School Expectations

- **Parents/Caregivers:** Notify the school of absences via Hero, phone, or email **before 9:00am**
 - **Students:** Attend school daily, arrive on time, and engage fully in learning
 - **Staff:** Accurately mark attendance in Hero by **9:15am** (morning) and **15 minutes after lunch** (afternoon)
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5. Attendance Management Procedures

Recording Attendance

- Attendance is marked daily in **Hero**
- Students arriving after **8:55am** must sign in at the office
- Attendance records are securely stored and managed in line with privacy requirements

Follow-Up on Unexplained Absences

- Office staff contact caregivers by **9:30am** if a student is absent without explanation
 - Ongoing unexplained absences are escalated to a **Deputy Principal**
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6. Stepped Attendance Response (STAR)

Murrays Bay Primary School uses the **Ministry of Education STAR framework**, supported by clear thresholds and colour-coded responses.

STAR Thresholds and Responses

GREEN – Universal Support (Good Attendance)

Less than 5 days absent per term

School Actions:

- Promote positive attendance messages in classrooms, newsletters, and hui
- Celebrate good and improved attendance
- Maintain strong relationships with whānau

AMBER – Early Support (Emerging Concern)

5–9 days absent per term

School Actions:

- Deputy Principal contacts caregivers (phone/email)
- Attendance discussed with student
- Attendance response recorded in SMS/Hero

ORANGE – Targeted Support (Concerning Attendance)

10–14 days absent per term

School Actions:

- Meeting with caregivers and student
- Identify barriers to attendance (health, wellbeing, routines, transport, engagement)
- Develop a documented attendance support plan
- Response activity recorded in SMS

● **RED – Intensive Support (Serious Concern)**

15+ days absent per term

School Actions:

- Referral to **Attendance Services (NRAS)**
 - Ongoing collaboration with external agencies as required
 - Continued monitoring and documentation in SMS
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7. Identifying and Addressing Barriers to Attendance

When attendance concerns arise, the school works in partnership with whānau to identify underlying barriers, which may include:

- Health or wellbeing needs
- Family circumstances
- Learning engagement or anxiety
- Transport or routine challenges

Support may include:

- Individualised re-engagement plans
 - Pastoral care and wellbeing support
 - Classroom adjustments or buddy systems
 - External agency involvement where appropriate
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8. Monitoring, Reporting, and Compliance

Monitoring

- Senior Leadership reviews attendance data **weekly**
- Termly analysis (Week 9) identifies patterns, trends, and priority learners
- Teacher attendance marking compliance monitored weekly

Recording and Reporting

- Attendance responses at STAR thresholds are recorded in the **School Management System (Hero)**
- Required attendance data and response activities are shared with the Ministry of Education

Board Reporting

- The Principal provides an **Attendance Matters report** at the first Board meeting each term, outlining:
 - Attendance trends
 - Effectiveness of interventions
 - Referrals and escalated cases
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9. Review and Continuous Improvement

- This plan is formally reviewed **at least every three years**
 - Annual internal review occurs in **Term 3**
 - Adjustments are made as required in response to attendance data or Ministry guidance
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10. Related Policies

- Child Protection Policy
 - Behaviour Management Policy
 - Health, Safety and Welfare Policy
 - School Community Engagement Policy
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This Attendance Management Plan is published on the school website and contains no personally identifiable information.