Te Kura Tuatahi o Te Koau Grant's Braes School

ATTENDANCE MANAGEMENT PLAN

Updated: 11/02/2026

Overarching attendance objectives and strategic priorities

Te Kura Tuatahi o Te Koau Grant's Braes School Attendance Management Plan sets out the school's approach to identifying and responding to student absences. The plan supports improved engagement, equity, and well-being for all students, and aligns with the Ministry of Education's Stepped Attendance Response (STAR).

We recognise the importance of regular attendance to support students' welfare and help them achieve their academic potential. Our school's current attendance data is recorded in our 'Every Day Matters' report. Our definition of success aligns with the government's target of having 80% of our students attending school regularly for more than 90% of the time.

Policies and Procedures

Our kura Student Attendance Policy and subsequent procedures are located on School Docs - https://www.schooldocs.co.nz/. Use the following user name and password to access these documents.
- User name: grantsbraes
- Password: gbparents

Monitoring and measuring progress

Our school principal will give a termly attendance report to the Board and assurances, as per School Docs review schedule, that processes are being followed and the effectiveness of our response to absences.

Roles and Responsibilities

Parents/Caregivers
- Ensure their children are at school unless there is a genuine reason
- Use HERO app, email, or phone to notify the school as soon as possible if their child is going to be late or absent
- Provide a reason for their absence so that this can be coded accurately
- Arrange appointments, trips, and holidays outside school hours or during school holidays where possible
- Work in partnership with the school to address any attendance concerns

Kaiako
- Accurately mark rolls on HERO by 9:15 am and 1:45 pm, every day the school is open
- Report any attendance concerns to their Team Leader or if a pattern of absence is emerging, e.g. every Monday or Friday
- Follow procedures for Managing Injuries and Illness if a student is ill or injured and needs to leave school. e.g. via the Office Administrator

Office Administrator
- Monitor the electronic roll on HERO twice daily (9:10 -9:30 am, 1:40 - 2:00 pm)
- Follow up on unexplained absences
    - Text sent to caregivers
    - A follow-up phone call is made if no response within a reasonable time
    - If there is still no contact, an emergency contact is then called

- Contact parents (phone, email, in person) if a student is absent for 2 consecutive days
- If a pattern of absence is emerging, e.g. every Monday or Friday, communicate this with kaiako
- Communicate with caregivers and liaise with teaching staff
- Ensure attendance codes are accurate
- Children who have arrived after 9:05 am will be asked to sign in using Vistab tablet, recording the reason and given a slip to take to their teacher (this tells the teacher that they have been signed into school)
- Reason for absence recorded in HERO

Team Leader
- Supports kaiako to monitor and follow-up with parents/caregivers
- Supports kaiako to run a meeting with parents/caregivers if required
- Talk with the principal if the situation does not resolve from the previous actions

Principal
- Use HERO SMS to review attendance and follow up with attendance interventions when required
- Prepare a report for the week 4 Senior Leadership Team meeting to discuss and create a plan to support regular attendance
- Approves extended leave
- Manage serious concerns using the STAR Flowchart
- Makes referrals to Otago Youth Wellness Trust (OYWT) if required
- Reports to the Board termly and assures the Board that police and procedures are being followed

Evaluation and Publication
This plan will be evaluated annually by the Senior Leadership Team and the Board, or earlier if required by changes to Ministry of Education regulations.

This plan will be published on the school website by Term 1, 2026

Approval	Date: School Board Signature:	Published on:	www.grantsbraes.school.nz
Effective date:	Date: Term 1, 2026	Evaluation date:	Date: Term 1, 2027

Stepped Attendance Response (STAR) Flowchart

	Whānau	Kura
Less than 5 days of absence in a school term 0 - 4 days absent	- Ensure regular student attendance. - Reinforce strong attendance habits. - Encourage other parents to support good attendance. - Maintain open communication with the school. - Follow the school's attendance plan, policies, and processes.	- Communicate with parents about all absences. - Keep parent contact details up to date. - Report each child's attendance to parents. Support students to: - Attend school consistently. - Continue learning when they can't attend (using approved wellbeing/ transitional plans or health schools).
Up to 10 days absence in a school term **5-9 days absent**	- Return student to regular attendance - Contact the school to discuss the reasons for absence and impact on learning - Engage in support offered	- Contact parents to discuss reasons for absence and impact on learning - Use in-school resources as appropriate to remove barriers e.g. counsellor, alternative timetables, PB4L
Up to 15 days absence in a school term 10 - 14 days absent	- Return student to regular attendance - Participate in a meeting with the school to discuss reasons for absence and to collaborate on a support plan - Implement strategies at home	- Contact parents to further discuss attendance concerns. - Meet with parents to identify reasons for absence and co-develop a support plan. - Create and implement a tailored support plan based on the child's circumstances. - Use in-school resources to remove barriers and seek Attendance Service or other agency support when needed.
15 days or more of absence in a school term 15 + days absent	- Return student to regular attendance - Engage in support plan - Participate in regular meetings	- Contact parents to advise of the escalated response. - Request support from the Attendance Service (Youth Wellness) or other agencies as needed. - Participate in a multi-agency response. - Continue implementing and monitoring the support plan. - Initiate school-led or Ministry-led prosecution when appropriate if support is declined. - Unenrol the student if they will not be returning.