



# Liston 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.

Liston College has a target of lifting regular attendance to above 80% for every term from 2026 onwards.

## Board Responsibilities

The board is responsible for taking all reasonable steps to ensure that 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.
- Ensuring that student absence is investigated, responded to and actions taken are recorded and align with the thresholds.
- Ensuring all students, whanau and staff understand the processes and procedures that support student attendance.
- Reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance.

## Procedures/supporting documentation.

Liston College Attendance Management Procedure - Stepped Attendance Response (STAR) – see below

## Monitoring

The Deputy Principal of Pastoral Care will oversee and maintain reporting of daily attendance data, assisted by the Student Services Manager and the pastoral care team.

The board will receive termly attendance reporting – including information provided by the Everyday Matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration. This will aid the review of the Attendance Management Plan each year.

## Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

## 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 schools' hours. This allows school staff to identify and respond to student attendance concerns.
- We have a Stepped Attendance Response 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 and 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.
- 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 on 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, to manage the recording of 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 and deans to maintain accurate up-to-date attendance information.
- Classroom and form teachers are responsible for recording student attendance to their class each period and form period.
- Form and class teachers have responsibility for maintaining accurate and up-to -date records and supporting the attendance systems.
- Deans are responsible for monitoring student attendance for their respective year groups, ensuring that parents are informed of attendance concerns. Deputy Principal of Pastoral Care and relevant staff will be kept informed of serious student absence situations.
- Parents will receive student attendance via the parent portal and reports.
- Outside agencies will be used as appropriate to support attendance.
- Students will be identified at the thresholds, including acknowledging those with "good" regular attendance. Follow-up response actions will be tailored on an individual basis.
- Each term patterns of attendance and specific interventions being used will be evaluated by DP Pastoral Care and Pastoral Care team to review outcomes and effectiveness of these interventions.
- Attached below is the Liston College Stepped Attendance Response. All actions taken to respond to absences will be recorded in Kamar. Any action taken can be considered at any threshold.
- The pastoral care team meets fortnightly to discuss attendance in their cohorts.
- If you have any questions about our Stepped Attendance Response or procedures, please contact Deputy Principal of Pastoral Care.

# Liston College

## Stepped Attendance Response (STAR)

The Ministry of Education attendance goal is to get 80% of students to attend school 90% of the time. The following escalation approach reflects the Government's "Stepped Attendance Response" (STAR) system. Liston College will be implementing the following escalation levels from Term 1 2026 to ensure that at least 80% of our students are attending school regularly.

**Good (Regular Attendance)** Your child is regularly attending school more than 90% of the time, averaging at least nine days per fortnight. 0 – 4 days absent in a term. Students will receive positive acknowledgement throughout the term.

**Worrying (Irregular Attendance)** Your child is attending 80% – 90%, averaging 8 or 9 days per fortnight, and up to 10 days absent in a term. Once attendance drops to "worrying" (when 5 days absence in a term is reached), families will receive an email from the Student Services Manager outlining concerns. The dean will be alerted to this and where appropriate, will meet with the student to identify any barriers that the student may have with attending school.

**Concerning (Moderate Attendance)** Your child is attending between 70% – 80%, missing 2 to 3 days per fortnight, and up to 15 days absent in a term. Families will receive notification from our Student Services Manager once 10 days absence in a term is reached. The dean will then meet with the student (and families when appropriate) to create an action plan to improve attendance. We will continue to monitor and support your child until they return to regular attendance.

**Serious concern (Chronic Absence)** Your child is attending less than 70%, missing 3 or more days per fortnight, and 15 or more days absent in a term. Once 15 days absence in a term is reached, families will be asked to meet with the Deputy Principal of Pastoral Care, year level dean, and your child, to discuss the challenges you are facing as a family. Other staff and/or agencies may be asked to attend this meeting along with a possible referral to our truancy officer via Attendance West. This service supports students and their families who have not attended school for a while.

Below is a diagram of the Stepped Attendance Response Liston College is following:

