

Waitohu School Stepped Attendance Response (STAR) Strategy

Rationale:

In 2026 all New Zealand state schools are required to implement a *Stepped Attendance Response Strategy (STAR)*. It is a Ministry of Education aim that by 2030 80% of students attend school 90% of the time. The below is Waitohu School's STAR procedures and processes.

New Students:

- Check on enrol to see how many schools the student has attended as at date of enrolment
- If there are concerns contact school to get an overview of child's attendance history

Student Absence:

- All students who are absent are monitored and followed up
 - Text / phone / email messages are checked at the beginning of each morning
 - eTap text student whom there is no parent communication from
 - Ring parents who do not respond to the text follow up
- Absences and reasons for absences are coded correctly into etap

Analyzing Attendance Trends:

- Termly Everyday Matters data is analyzed
- Weekly eTap data is analyzed by the deputy principal and shared with the senior management team
- Daily attendance is analyzed by the office manager and concerns or queries reported to the deputy principal

Ministry of Education Attendance Thresholds:

Threshold One - Worrying - Up to 5 days absence in a school term:

- First formal communication from deputy principal
 - Attendance information outlined
 - Barriers to attendance discussed
 - Need for support offered

Threshold Two - Concerning - Up to 10 days absence in a school term:

- Next formal communication from deputy principal
 - Attendance information outlined
 - Barriers to attendance discussed
 - Need for support offered

Threshold Two - Concerning - Up to 15 days absence in a school term:

- Next formal communication from deputy principal
 - Attendance information outlined
 - Barriers to attendance discussed
 - Need for support offered
 - Attendance Plan developed
 - Involvement of Ministry Attendance Officer outlined

Attendance Updates for Parents and Students:

- Within the school newsletter termly have a reminder outlining the importance of school attendance
- Twice termly send out an email with student attendance to parents

Board of Trustees

- Share termly Everyday Matters data with the Board

September 2025