



## Arapohue School Stepped Attendance Response (STAR)

*Below is our Stepped Attendance Response for responding to individual ākonga absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance.*

<b>Day to day operations</b>			
<b>Activities</b>	<b>Practice</b>	<b>Responsible Person</b>	<b>Actions</b>
Communicate with parents	<p><i>Set expectations, procedures and follow-up steps Arapohue school will take when a ākonga is absent.</i></p> <p><i>Use enrolment forms, newsletters, regular eTap attendance reports, school facebook page and website as methods to set expectations and guidance for parents/caregivers.</i></p>	Principal  Administration team  BOT	<p><i>Termly attendance updates.</i></p> <p><i>Attendance Management Plan &amp; STAR Procedure published on Arapohue School website (by Term 1, 2026), and referred as required.</i></p> <p><i>Expectations for ākonga attendance and steps that will be taken to address attendance included in enrolment forms by Term 1, 2026</i></p> <p><i>Work alongside parents/caregivers and ākonga, when required.</i></p>
Kaiako responsibilities - record attendance timely and accurately	<i>Record morning and afternoon attendance</i>	Kaiako	<ol style="list-style-type: none"><li><i>Record morning attendance in eTap by 8:50am.</i></li><li><i>Any late arriving ākonga must report to the office to sign in.</i></li><li><i>Record afternoon attendance in eTap by 1:25pm.</i></li><li><i>Add notes to eTap if parents/caregivers advise reasons for absence ie; sickness, appointment.</i></li><li><i>Refer to Attendance Code guidance for accurate coding.</i></li></ol>
Office responsibilities - following up absences daily	<i>Use procedures in place and eTap to quickly identify all ākonga absences and communicate</i>	Administration team	<ol style="list-style-type: none"><li><i>Check text, phone and email notifications each morning.</i></li></ol>



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	<p>these to parents/caregivers.</p> <p><i>Follow-up daily with parents/caregivers of any unexplained absences.</i></p>		<ol style="list-style-type: none"><li>2. Review eTap by 9:00am and identify ākonga marked '?</li><li>3. Phone or send a text and/or email message to all parents/caregivers of ākonga with unexplained absence.</li><li>4. Update codes when replies are received.</li><li>5. Mark a ākonga as Truant if no communication is received.</li><li>6. Check the afternoon roll at 1:30pm.</li></ol>
Parent/caregiver responsibilities	<i>Initiate contact when ākonga is absent and avoid holidays and appointments during school time.</i>		<ol style="list-style-type: none"><li>1. Notify the school promptly of any absence or lateness.</li><li>2. Work with the school if attendance concerns arise.</li></ol>
Assess history of new ākonga	<i>When enrolling, identify issues or trends in attendance history.</i>	Principal  Administration team	<i>Incorporate into discussion when undertaking enrolment hui with parents/caregivers ie; identify previous school and request an attendance report.</i>
<i>Escalate attendance issues as needed</i>  <i>Develop support plans</i>  <i>Involve other services and consider referral to Attendance Service - NorthAble Matapuna Hauora</i>	<i>Seek more support as needed</i>	<i>Principal in communication with kaiako and administration team</i>	
<b>Ākonga with less than 5 days absence</b>			
Activities	Practice	Responsible Person	Actions
<i>Communicate with parents/caregivers</i>	<i>Identify all ākonga absences</i>	Administration team  Principal	<i>Follow up all absences to confirm reasons for absence</i>
<i>Maintain contact details</i>			



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Provide ākonga with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Kaiako	
<b>Ākonga with less than 10 days absence (5-9 days)</b>			
Activities	Practice	Responsible Person	Actions
Contact parents/caregivers to discuss reasons for absences	After 5 days send email to parents/caregivers	Principal	Record actions taken in eTap
Support students to catch up missed learning where required	Identify missed learning objectives and consider activities to bring ākonga up to speed	Kaiako	Discuss with ākonga
Use in-school resources to remove any barrier or potential barriers	Discuss and identify with team (and appropriate agencies), what resources are available	School team	Discuss resources and support with parents/caregivers and ākonga
<b>Ākonga with less than 15 days absence</b>			
Activities	Practice	Responsible Person	Actions
Contact parents/caregivers to escalate concerns	Further contact with parents/caregivers - email and/or phone as required for escalation	Principal	Record actions taken in eTap  <i>If there is no action taken due to individual circumstance - record this in eTap</i>
Hold meeting with parents/caregivers and ākonga to analyse reasons for absences	Arrange meeting including parents/caregivers and ākonga	Principal	Consider who is needed at this meeting
Develop and implement a support plan tailored to the reasons and circumstances around ākonga absence	Hold everyone accountable for their part in the plan	Kaiako  Principal	Take action quickly when expectations are not being met
Use in-school resources to remove any barrier or potential	Discuss and identify with team (and appropriate agencies), what resources are available	School team	Discuss resources and support with parents/caregivers and ākonga



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barriers			
<b>Ākonga with greater than 15 days absence</b>			
Activities	Practice	Responsible Person	Actions
Contact parents/caregivers to escalate concerns	Further escalating email	Principal	
Holding meeting with parents/caregivers and ākonga to analyse reasons for absence	Arrange promptly for a meeting including parents/caregivers and ākonga. Consider who will be in attendance	Principal Kaiako	Plan to return ākonga to regular attendance
Request support from Attendance Service or other agencies as needed	Refer to Ministry of Education attendance services or other agencies	Principal	Before referral, check all previous actions such as the support plan are all in place  Resources and supports will continue to be provided as appropriate  Reintegration plan in place to return ākonga to regular attendance
Participate in multi-agency response	Support access to services and collaborating with specialists		
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan and take action quickly where expectations are not being met	Principal Kaiako	Support plan in place  Continue monitoring  Steps taken to reintegrate ākonga