

Ngāti Toa School Attendance plan 2026

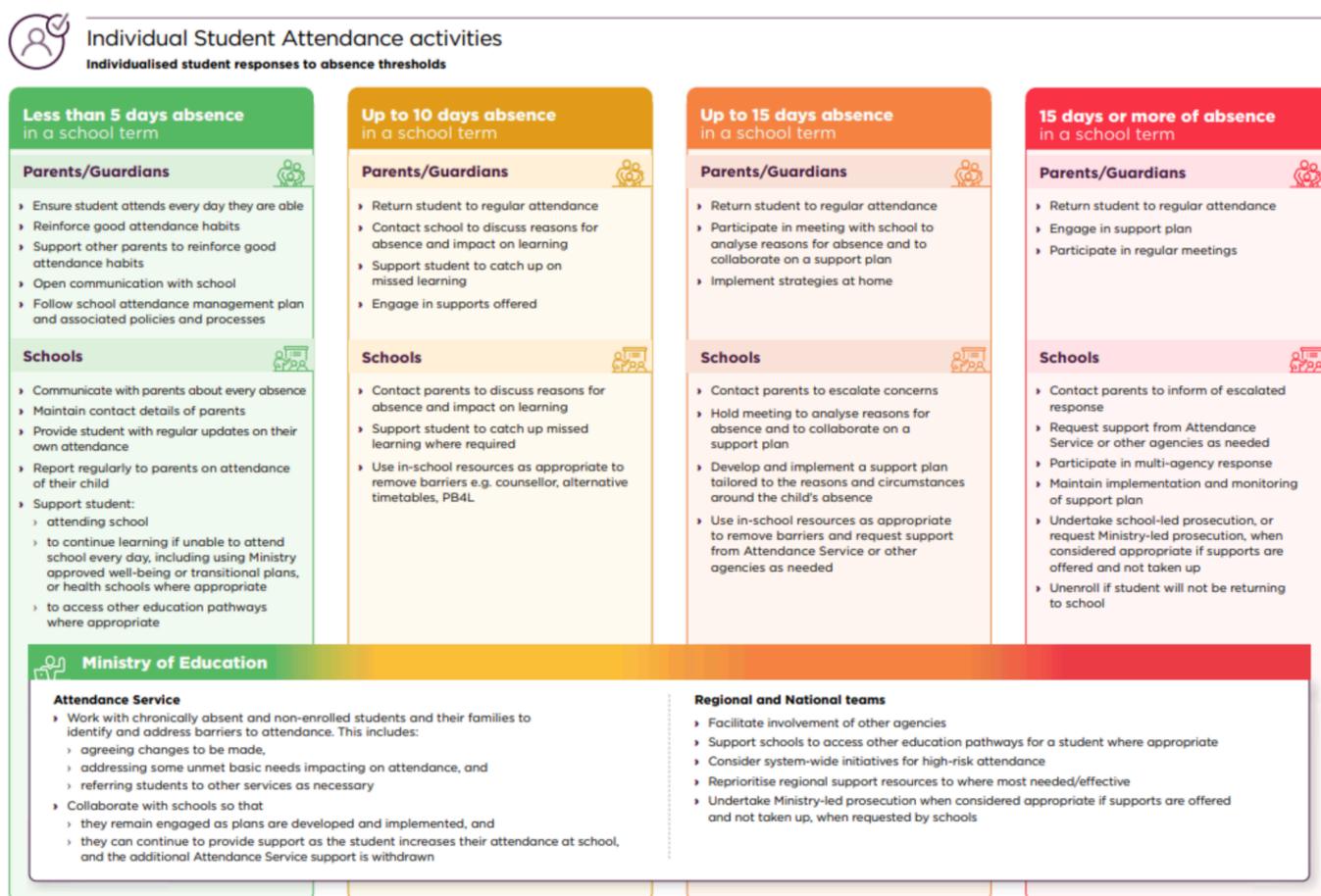
Why Attendance Matters

Regular attendance builds confidence, friendships, and success.

- Missing just 1 day every 2 weeks = 4 weeks of lost learning a year.
- We want every child to feel they belong and thrive.

Our Attendance Approach

We follow the Ministry of Education's Stepped Attendance Response (STAR). Here's how we respond:



Stepped Attendance Response - STAR: Responding to all absence

Version 2: July 2025

Days Absent Our Response

- 1–2 days Quick check-in from teacher / office
- 3–4 days Friendly message home (notice 1)
- 5–9 days Hui with whānau to understand barriers (notice 2 requests hui)
- 10–14 days Attendance Support Plan created (notice 3 requests escalated plan)
- 15+ days Referral to external support if needed (notice 4 refers to the Attendance Service)

How You Can Help:

Let us know if your child is away for the day (let us know via email to your child's teacher or the office preferably prior to 9am).

- If you anticipate an extended absence please request leave and work with us to create a plan if needed.

Every Day Counts at Ngāti Toa School - Working together to support your child's learning

- Keep us updated on any challenges.
- Celebrate progress — every day back is a win!

Need Support?

We're here to help. Reach out to your child's teacher or contact the office. Together, we can empower every learner for the future.

Our Obligations:

The board will publish the attendance management plan on the school website and ensure compliance with relevant legislation.

The principal will report termly to the board on attendance trends, barriers, and outcomes.

Attendance is monitored daily, and unexplained absences are followed up by 10am.

All actions taken are recorded in HERO, our student management system.

Parents are informed through termly attendance summaries.

New students will have their attendance history assessed during enrolment, and Year 0/1 students will be welcomed with a whakatau and 3 Kora school visit sessions.

Referrals to external agencies will be supported by a reintegration plan developed with whānau.

The SEN/ LSC team meets fortnightly to review attendance concerns and additional support required for students.

This plan will be reviewed every two years, with the next review scheduled for January 2028.