

Attendance Management Plan St John's School

Approval: Board of Trustees Meeting

Date: 11/12/2025

Signed:

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Overarching attendance objectives and strategic priorities

At St John's School, Ranfurly, our attendance procedures ensure students are accounted for during school hours and activities as well as emergency events. This allows school staff to identify and respond to student attendance concerns. We recognise the importance of regular attendance to support student welfare and help students achieve their educational potential.

The government has set a target of 80% of students present more than 90% of the term by 2030.

In Term 1, 2025, 65.9% of New Zealand students regularly attended school.

At St John's School in Term 2, 2025, 76% of students regularly attended school.

At St John's School our target is for children to be at school 90% or more of each term.

Attendance policy

As required by the Education and Training Act 2025, students between 6 and 16 years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and the Ministry of Education.

The Board takes all reasonable steps to ensure all students enrolled at St John's School, Ranfurly, attend school when it is open.

Parents and guardians have legal obligations to ensure their children attend school.

Parents/guardians are expected to:

*Encourage good attendance habits.

*Notify the school as soon as possible if their child is going to be late or absent.

*Follow school attendance management plan and associated policies and processes.

Links to School Docs policies:

Student Attendance

Attendance Procedures

Attendance Management Procedures

We use the Ministry of Education's STAR (Stepped Attendance Response) procedures set out as attached (see separate information).

-Our daily attendance is recorded on our SMS Edge.

Each morning and afternoon's attendance is filled in online by the classroom teacher.

-Parents are texted or called to follow up on any unexplained absences.

-A student's attendance is reported to parents in the mid year and end of year written reports. A percentage is given.

If the percentage is of concern, parents are spoken to about this individually first. If this does not improve, we will involve a parent meeting with the classroom teacher and our Learning Support Coordinator. If absences continue, we will contact the Attendance Service for further support (examples of templates of letters available).

Monitoring and measuring progress

We receive a term report (after each term ends) from the Ministry of Education. This report summarises our attendance for each term. This is also shared with teaching staff and our Board of Trustees. It is a very comprehensive report.

We will review our procedures, policies and attendance plan at the end of every year and make changes as necessary.