

STAR – the Stepped Attendance Response Plan

The government has set a goal of 80% of students attending school regularly, and more than 90% by 2030. Attending regularly means students attending more than 9 days in a fortnight on average per term.

Currently Menzies students have 58% attending regularly. Our goal is to reach 63% regular attendance by the end of term 3, 2026.

To achieve this goal, the government has introduced the Stepped Attendance Response Plan (STAR) to ensure no child is left behind. Attending school regularly ensures that we can support each student to achieve academically, access extracurricular opportunities and build positive relationships. A day away not only impacts your child's learning but affects others in class, particularly when working on group projects or collaborative tasks. They may also fail to catch up on missed work when they return and fall behind.

Good chance of success	Less chance of success	Hard to make progress	Very hard to make progress
GOOD ATTENDANCE	WORRYING ATTENDANCE	CONCERNING ATTENDANCE	VERY CONCERNING ATTENDANCE
0 > 1 > 2 > 3 > 4	5 > 6 > 7 > 8 > 9	10 > 11 > 12 > 13 > 14	15+
If your child is regularly attending, you can expect	If your child has some absences, you can expect	If your child has many absences, you can expect	If your child has a lot of absences, you can expect
We will stay in regular contact with you about your child's attendance. We will follow up to find out the reason when they aren't at school.	We will work with you to identify any barriers to attendance. We may provide support to help them catch up and stay on track.	We will work with you to develop a plan to support their attendance and learning. We may seek support of the Attendance Service or other agencies to remove barriers to attendance.	We will continue to work with you to implement the plan to support their attendance and learning. We will seek support of the Attendance Service or other agencies to support their return to school.

In line with the new Ministry of Education Stepped Attendance Response plan we have created the following structure that is in effect now.

Weekly attendance summaries: A summary of your child's attendance is sent weekly, even if there have been no absences. Please ensure these are reviewed when received, as they are the first step in our collaboration to support students to succeed. If you have any concerns, please contact the school.

If there are any absences for which the school has not received an explanation, your child will be marked as Truant (T), and you will receive an email or phone call requesting the reason for the absence.

Good Attendance - Less than 5 days absent per term: Communicate with the school the reasons behind your child's absence.

Worrying attendance - 5 to 9 days absent per term: whānau will receive an email or phone call from your child's whānau teacher. This is an opportunity to make the school aware of any barriers that your child has with attending. Together you will create a plan to make sure your child can attend school regularly and any barriers to attendance can be addressed positively.

Concerning attendance - 10 to 15 days absent per term: You will be asked to attend school and meet with a Deputy Principal and/or Year Level Dean, to discuss the challenges you are facing as a whānau. Other agencies may be asked to attend this meeting. Any supports we can put in place will be arranged. Together, we will create a Whānau Action Plan. We will continue to monitor and support your child until they return to regular attendance. Your child may also be placed on the Rock On monitored list. Project Rock On was set up by the North Hamilton Police in 2003 to combat the increasing problem with Truancy and a corresponding increase in daytime crime in the area. It is based on an interagency approach where a number of people meet monthly to discuss ways and means of engaging youth who are not attending school, getting them back into the education system in the most appropriate manner.

Very concerning attendance - 15 + days absent per term: You will be required to meet with a member of the Senior Leadership team in person, alongside your child, to discuss the challenges you are facing as a whānau. Other agencies, such as Oranga Tamariki or Attendance Services, may be asked to attend this meeting.

Reporting an absence

If your child's weekly attendance summary shows there are any unexplained absences (?) or periods marked as Truant (T) for which there is a genuine excuse, please contact the school. If your child is going to be absent, for any reason, it is essential that you let us know as soon as possible, to avoid an unexplained absence. We acknowledge that there are genuine reasons students may occasionally be absent. We require the following from you:

- *Your name*
- *Your child's name.*
- *Reason for absence (saying away today is insufficient)*
- *When your child is likely to return*

Please note that activities such as setting up maimais, whitebaiting, tailing or haymaking, do not count as justified absences!

If your child is absent for 3 or more days due to a medical condition, please provide a medical certificate from your health professional.

If your child's weekly attendance summary shows there are any unexplained absences (?) or periods marked as Truant (T) for which there is a genuine excuse, please contact the school. You should expect your child's whanau teacher to make contact with you for an explanation for their absence.

The school can be contacted in a number of ways.

- Emailing absences@menzies.school.nz
- Text messaging 0223747583
- Phoning the school and speaking to us or leaving a voice message on 03 206 4979
- Via the Helix App and using the text, email or phone options listed on that

- Via the Menzies College website "Report an absence".

Please help us to ensure your child gets the very best education. Thank you for your understanding and support.