



Brookby School – Stepped Attendance Response (STAR) Plan

Purpose

Brookby School is committed to ensuring every student attends regularly, engages in learning, and feels connected to school. Regular attendance is essential for student wellbeing and achievement. This STAR plan outlines how Brookby School responds to student absences in a supportive, consistent, and legally aligned way. This plan follows the Ministry of Education's **Stepped Attendance Response (STAR)** framework, maintaining national absence thresholds and required escalation processes (aligned with Ministry STAR guidance).

School Attendance Goals

- 90% attendance each week
- 80% of students attending regularly (less than 5 days absence per term)

Day-to-Day Attendance Procedures

- Classroom teachers mark rolls by 9:00 am and 1:45 pm.
 - A student arriving after 9:00am but **before morning tea** is recorded as **L – Late**.
 - A student arriving **after morning tea** is recorded as an **AM absence**, in line with the Attendance Code Usage guide.
- Teachers record absence codes and include a brief comment (e.g., “parent emailed – sick”).
- Any messages or emails from whānau regarding absence are recorded in the student management system.
- Office staff ensure rolls are marked, absence line is checked,, and then contact families:
 - **Before 9:30am** via phone and [email](#) if no absence explanation is received.
 - **By 12:00pm** via phone if still no response.
- After **3 consecutive days of absence with no contact**:
 - Classroom teacher contacts family and logs in attendance notes.
- If absence continues:
 - **Deputy Principal** contacts whānau to offer support and logs actions.
- If no improvement:
 - [Attendance Letter](#) is sent and a referral to the Attendance Service (SEAS) is initiated.

Escalation Triggers

- **5 consecutive days absence** → request medical certificate.
- **7+ days absence in a term**, or
- **3 days no contact**, or
- **Emerging absence patterns** (e.g., regular Mondays)
→ Deputy Principal contacts whānau and initiates formal attendance support.
- Continued irregular or chronic attendance → Principal refers to Attendance Service (SEAS).
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Stepped Attendance Response Table – Brookby School

This table mirrors the Ministry STAR thresholds exactly.

	Less than 5 days absence <i>(per term)</i>	Up to 10 days absence <i>(per term)</i>	Up to 15 days absence <i>(per term)</i>	15+ days absence - Chronic <i>(per term)</i>
Whānau / Parent / Caregiver	<p>Ensure child attends school every day they are able</p> <p>Notify the school promptly of any absence and provide a reason</p> <p>Reinforce positive attendance habits at home</p>	<p>Work with the school to understand reasons for absence</p> <p>Support child to return to regular attendance</p> <p>Engage with any school-based supports offered</p>	<p>Attend a meeting with school staff to discuss attendance</p> <p>Collaborate on an Attendance Support Plan</p> <p>Implement agreed strategies at home</p>	<p>Attend formal attendance hui</p> <p>Participate in improvement planning</p> <p>Engage with external support services</p>
School	<p>Classroom teacher marks the roll daily and records absence reasons</p> <p>Office staff follow up any unexplained absences on the day</p> <p>Teachers, Deputy Principal & Principal promote and celebrate regular attendance</p> <p>Principal ensures attendance expectations are communicated school-wide</p>	<p>Classroom teacher contacts whānau by phone or email to discuss attendance concerns</p> <p>Attendance concerns are recorded in attendance notes</p> <p>Deputy Principal / SENCO offers in-school supports to address barriers</p> <p>Deputy Principal & Principal monitors attendance trends</p>	<p>Deputy Principal organises and leads a whānau meeting</p> <p>Attendance Support Plan is developed and documented</p> <p>Implement agreed in-school strategies</p> <p>Deputy Principal & Principal monitors progress and schedules follow-up review</p>	<p>Principal issues a formal attendance warning letter.</p> <p>Principal refers student to the Attendance Service</p> <p>Multi-agency meeting convened if required</p> <p>Attendance Improvement Plan implemented and monitored</p>
External / Ministry	Not engaged at this	Attendance Service	Attendance Service	Attendance Service

	stage	may be consulted if required	consulted or engaged where appropriate	actively engaged with whānau and school Ministry of Education supports multi-agency response Further escalation where support is declined
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External/Ministry Support

The Attendance Service (SEAS) referred to in this plan is the Ministry-funded Attendance Service supporting Brookby School to work with families where chronic attendance concerns arise.

- Attendance Service works with families to identify and address barriers
- Supports schools to develop and implement improvement plans
- Facilitates involvement of external agencies where required

Attendance Incentives and Promotion

- Weekly tracking of students with **100% attendance**.
- Fortnightly recognition of students achieving 90% attendance at assembly.
- Class attendance award for the highest-attending class each fortnight.
- Termly recognition certificates for students who attend every day.
- End-of-year recognition for students with full-year attendance.

Reporting and Governance

- Principal reports attendance trends to Board of Trustees at monthly meetings.
- Attendance data shared with staff during term.
- Attendance letters and escalations recorded centrally.