



Owairoa Primary School

Attendance Management Plan (AMP)

At Owairoa Primary School, we want to successfully set our students up to be the best they can be, to thrive with their learning and wellbeing. Being at School every day matters. It helps children build confidence, connection and a strong sense of self and purpose.

Strategic Priorities

- Regular school attendance is vital for the success and wellbeing of our students.
- Attending school every day supports our students to build strong foundations for their learning and social development.
- Regular attendance also promotes achievement success as students are able to consistently build on their learning.
- Attendance impacts on our students achievement and welfare and our school has identified this focus in our Strategic Plan: Community Connections: Attendance (3.2)
- Owairoa Primary School is committed to working in partnership with whānau to promote regular attendance and to identify and respond, early, to barriers that may impact attendance.
- Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki should be absent for no more than one day a fortnight to ensure that they can have continued success at school.

The Board fulfils its responsibilities by:

- As required by the Education and Training Act 2020 (s35), all students between six and sixteen 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 Ministry of Education.
- The Owairoa Primary School board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

The board will comply with the provisions in the legislation in relation to student attendance by:

- Demonstrating a clear commitment to supporting students to maintain, and return to regular attendance

- Ensuring processes and procedures are in place to support a Stepped Attendance Response (STAR) using data-based thresholds to identify student attendance
- Ensuring all absences are accurately recorded and responded to accordingly
- Monitoring attendance data to identify patterns, trends, and barriers to attendance
- Publishing this Attendance Management Plan (AMP) on the school website
- Reviewing attendance data and reports to guide strategic decision-making

Owiaroa Primary school fulfils their responsibilities by:

- Developing and implementing a Stepped Attendance Response (STAR) aligned with national thresholds (**GOOD, WORRYING, CONCERNING, SERIOUS CONCERN**) to support student attendance
- Ensuring student absences are investigated, responded to, and actions recorded aligned with the thresholds
- Ensuring staff, students, and whānau understand the processes and procedures that support student attendance
- Reporting to the Board showing the analysis of data, trends attendance trends, barriers, and interventions being used to support student attendance
- Our school attendance in 2025 was 73% regular attendance and our target for 2026 is 80% attendance by the end of the year
- Communicating with whānau about continued absences
- Identifying and address barriers using in-school and/or external support
- Escalating concerns as different thresholds are reached (STAR Expectations)
- Developing and implementing tailored support plans, for individual families
- Engaging external services (e.g. Attendance Service) when required

We expect Families/Whānau to:

- Notify the school as early as possible if their child will be absent or late to school
- Wherever possible, arrange appointments and travel outside school hours or during Holidays, not during term time
- Work collaboratively with the school to address attendance concerns or barriers
- Engage with support strategies or plans offered by the school
- Reinforce daily attendance habits at home and the importance of attending and learning at school
- Participate and contribute in meetings and support plans to overcome barriers to successfully return to school
- Implement agreed strategies at home

NOTE: Parents/caregivers have a legal obligation to ensure their children attend school regularly (Education and Training Act 2020, s244).

April 2026