



Attendance Management Plan 2026 - Whānau

The Ministry of Education has set an attendance target for all schools of 80% of students attending 90% of the time. At Upper Hutt College, we will employ the Stepped Attendance Response (STAR) to identify points of concern with a student's attendance and outline the response and support to return the student to regular attendance. This document outlines responses, procedures, expectations and rewards.

General Overview

The STAR guidelines show a series of 'steps' indicating the school's concern and response to a student's absence. The guidelines are based on days absent in a term and are calculated on a half-day basis. The calculations of days absent will start afresh at the beginning of every term, but ongoing management of those most chronically absent students will carry over from the previous term.

GOOD Good chance of success	WORRYING Less chance of success	CONCERNING Hard to make progress	SERIOUS CONCERN Very hard to make progress
3 - 4 days absence in a school term	5 - 9 days absence in a school term	10 - 14 days absence in a school term	15 + days absence in a school term
Ako teacher follow up	Ako teacher follow up	Dean follow up	Dean/ SLT/ Awhi Attendance Services follow up

*At any point in this process Awhi Attendance Services may intervene to help with improving a student's attendance

Subject Teacher Procedure

1. Subject teachers are required to complete their daily rolls accurately and in a timely manner, within the first 10 minutes of class.
2. When a student is absent, they will be marked as '?' When a student is 5 minutes late or more, they will be changed from '?' to 'L'.

Ako Teacher Procedure

1. Ako teachers will follow up any '?' or 'L'. They will seek an explanation for the absence from the student and from whānau or a caregiver (as appropriate) and change the code directly in KAMAR. A change can only be made when an absence is confirmed by a teacher or whānau / caregiver. Where a student has missed more than one class (for truancy or lateness) in a three day period, the Ako teacher will contact home via email or phone. Repeat contact may be necessary until a sufficient response is received. Callback(s) may be arranged by the Dean.
2. If a student has ongoing truancy or lateness, the Ako teacher and Dean (if needed) may meet with parents together. A callback(s) may be arranged by the Dean.
3. For students who are at the 'GOOD' or 'WORRYING' steps of STAR, the Ako teacher will follow up by communicating with home.

Student Procedure

1. Students are expected to take responsibility for their own attendance. E.g. If they think their class attendance is recorded incorrectly, they should discuss it with that teacher directly.
2. Students will receive a daily email notification when they have been recorded as '?' or 'T' by their teacher in KAMAR. They must either provide an explanation from home as to why they were absent or have home notify the school. Attendance can also be tracked on the Student Portal via the school website.

Parent / Caregiver Expectation

1. A parent or caregiver is expected to notify the school, in advance where possible, when a student will be absent, via email (absences@upperhutt.school.nz) or phone (04 527 8749). An explanation is needed to determine if the absence is justified or unjustified.
2. Parents, caregivers and whānau will receive a weekly summary of a student's attendance for the previous week. They are also able to check student attendance at any time using the Upper Hutt College KAMAR Parent Portal, via the school website. An explanation of attendance codes and what is defined as a justified or unjustified absence can be found [here](#).

Whole school actions to meet attendance targets

- Weekly attendance data to students and whānau.
- Period by period attendance data available to whānau via the KAMAR parent portal.
- Daily texts to absent students' whānau.
- Reinforce good attendance habits to students (assemblies, rewards, certificates etc).
- Support students to get to school (help with uniform, transport, food etc).
- Know students' attendance habits when they first enrol.
- Support students unable to attend via health school or transition to tertiary education or alternative education.

Attendance Responses, Promotion and Rewards

Promotion

- Whānau receive a weekly attendance report which summarises the attendance of their child, along with recent achievement data.
- There will be regular periods of focus on attendance by the Deans and SLT during the year. This includes assemblies to promote the importance of attendance and the impact of this on results.

Rewards

Rewards will be in place for those students who meet our attendance expectations. Such as:

- Lunch on the final day of term for all those at 90% attendance or more with end of term draw.
- Certificates for 100% attendance at assembly plus end of year award at Prizegivings.
- Invitation to attend the School Ball for those with 85% plus attendance (Year 12 & 13 only).