



Rukuhia School Attendance Strategy Plan Using the New Zealand Stepped Attendance Report (STAR)

1. Purpose:

To implement a proactive and data-driven attendance strategy that identifies, monitors, and supports students with attendance concerns using the New Zealand Stepped Attendance Report (STAR).

2. Key Principles:

- Regular monitoring of attendance data.
- Early intervention for students showing attendance concerns.
- Collaborative engagement with students, parents, and external agencies.
- A supportive, rather than punitive, approach to attendance improvement.

Weekly Actions Using STAR

Step 1: Data Collection and Analysis

- Use STAR to generate a weekly attendance report.
- Identify students with attendance rates below 90%.
- Categorise attendance patterns:
 - Green (Regular): 90% and above.
 - Amber (At Risk/Irregular): 80%–89%.
 - Red (Severe/Chronic): Below 80%.

Step 2: Initial Intervention

- Green: No action needed beyond routine monitoring.
 - Amber:
 - Class teacher to have a one-on-one conversation with the student.
 - Notify parents via email or text about the declining attendance.
 - Offer pastoral care or learning support if required.
 - Red:
 - Learning support Coordinator or Principal makes direct contact with parents/caregivers.
 - Arrange a meeting to discuss barriers to attendance and create a support plan.
 - Referral to external agencies if necessary (e.g. attendance services, social workers).
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Twice-Termly Actions and Interventions

Step 3: Attendance Review and Follow-Up

- Conduct a twice-termly (Week 5 and Week 10) in-depth attendance review using STAR.
- Identify students who have shown improvement or continued decline.
- Update intervention records and adjust support plans.

Step 4: Whole-School Communication and Recognition

- Celebrate improved and excellent attendance in assemblies, newsletters, and class awards.
- Provide incentives for students moving from Red/Amber to Green (e.g., certificates, classroom rewards).

Step 5: Strengthening Family and Community Engagement

- Hold parent workshops on the importance of attendance.
 - Engage community support services for families facing attendance barriers.
 - Conduct home visits for students with persistent non-attendance (if applicable).
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Monitoring and Evaluation

- Compare attendance trends termly and annually.
- Evaluate the effectiveness of interventions and adjust strategies accordingly.
- Report key findings to the Board of Trustees and leadership team.

By consistently implementing the STAR framework, the school aims to create a culture of regular attendance, early intervention, and strong community partnerships to support student success. Draft Strategy (for review)

Reviewed 27-11-25