



CENTRAL AUCKLAND SPECIALIST SCHOOL

Tāmaki Makaurau Te Kura Motuhake

CASS Attendance Management Plan and supporting STAR procedures

Strategic Priorities

In line with the government's target of 80% of students regularly attending school by 2030. Currently in term 4 2025 we have 62% of our students who attend regularly. Central Auckland Specialist school has a target of 70% of students attending in term 4 2026.

Board responsibilities

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

- Having a commitment to support students to return to regular attendance
- Having processes and procedures in place to support a Stepped Attendance response to student absence that uses data-based thresholds to identify students
- recording absences and responding accordingly
- Having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- Publishing this attendance management plan on the school website.

Principal responsibilities

The principal is responsible for;

- Developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- Ensure that student absence is investigated, responded to and actions taken and recorded that align with the thresholds
- Ensure all students, whanau and staff understand the processes and procedures that support student attendance
- Report to the board on any trends, barriers to attendance and interventions being used to support student attendance

Procedures/supporting documentation

Attendance Management Procedure - Stepped Attendance Response see procedure attached

Monitoring

The principal will maintain reporting of daily attendance data.

The board will receive termly attendance reporting- including information provided by the Everyday matters report. Included in this report will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration.

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan MOE](#)

Reviewed: November 2025

Next review: November 2026

Attendance Management Procedure- Stepped Attendance Response

We recognize the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and respond to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff an external agency, where necessary to improve our levels of student attendance.

Parent/Whanau responsibilities:

- ensure students attend every day they are able
- reinforce good attendance habits
- open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedures.

School responsibilities

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- communicate to parents what steps the school will take if the student is absent from school
- monitor student attendance
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

School Procedures

[School STAR procedure](#)

