

Edgewater College Attendance Management Plan and supporting STAR procedures

Strategic Priorities:

- Regular school attendance is essential for students at Edgewater College to achieve their educational potential.
- The government target is that 80% of students will be regularly attending school by 2030.
- Our school currently has significantly different attendance rates by term. This ranges from 42% to 62% (Term 4 data still to be reviewed). Our target is to ensure 60%+ attendance across all four terms for 2026.

Board responsibilities:

The Edgewater College Board is responsible for taking all reasonable steps to ensure that students attend school when it is open for instruction.

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

- Having a commitment to support student's 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 all 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's website.

Principal responsibilities:

The principal is responsible for:

- Developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- Ensuring student absence is investigated, responded to and actions taken are recorded, and align with the thresholds
- Ensuring all students, whānau and staff understand the processes and procedures that support student attendance
- Reporting 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](#)
- [Communicating with Whānau](#)
- [Updated Stepped Attendance Response](#)

Monitoring:

- The principal will maintain reporting of daily attendance data.
- The board will receive termly attendance reporting; including information provided by the Every Day Matters Report. Included in this report there will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration.
- Every Day Matters Report will be linked after Term 1 when the report is released by MOE.

Legislative compliance/ Legislation:

- [Education and Training Act 2020](#)
- [Education Attendance rules](#)
- [Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed: January 2026

Next review: January 2029