



Mount Albert Grammar School Attendance Management Plan

Operational Lead: Deputy Principal – Attendance

Approved by: Board of Trustees

Legislative Framework: Education and Training Act 2020

Plan Review Cycle: Annual

1. Strategic Context and Purpose

Regular attendance is critical to student achievement, wellbeing, and engagement. Mount Albert Grammar School is committed to ensuring that all students attend school regularly and participate fully in learning opportunities.

This Attendance Management Plan outlines the systems, monitoring processes, roles and responsibilities, and staged responses used to identify, monitor, and address attendance concerns.

The government target is that 80% of students will attend school regularly by 2030. Mount Albert Grammar School is committed to contributing to this national goal.

2. Board of Trustees Responsibilities

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

The Board will:

- Ensure an Attendance Management Plan is in place and reviewed annually.
- Ensure systems exist to record, monitor, and respond to student absence.
- Receive and review termly attendance reports, including trends and concerns.
- Support early intervention and resourcing where attendance barriers are identified.

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- Publish the Attendance Management Plan on the school website.

3. Headmaster Responsibilities

The Headmaster is responsible for ensuring effective implementation of this plan.

The Headmaster will:

- Ensure a stepped attendance response is implemented and consistently applied.
- Ensure student absence is investigated and responded to appropriately.
- Ensure actions taken are recorded in the Student Management System (SMS).
- Ensure staff, students, and caregivers understand attendance expectations.
- Report attendance trends and interventions to the Board.

4. Deputy Principal – Attendance Responsibilities

The Deputy Principal – Attendance has delegated operational oversight.

Responsibilities include:

- Weekly review of attendance data.
- Monitoring of threshold breaches and escalation processes.
- Leading Stage 3 and Stage 4 interventions.
- Liaising with external Attendance Services.
- Providing termly reports to the Headmaster and Board.
- Reviewing effectiveness of interventions.

5. Monitoring and Recording Systems

The school operates a real-time electronic Student Management System (SMS) to record attendance.

The system ensures:

- Rolls are marked within the first 20 minutes of every period.
- Daily unexplained absences are identified and followed up.
- Cumulative absence totals are tracked.
- Threshold breaches are flagged.
- All communication and interventions are recorded.

6. Stepped Attendance Response Framework

Stage 1 – Good Attendance (0–4 days absence)

- All absences verified and coded correctly.
- Patterns monitored.
- Early communication if patterns emerge.

Stage 2 – Worrying Attendance (5–9 days absence)

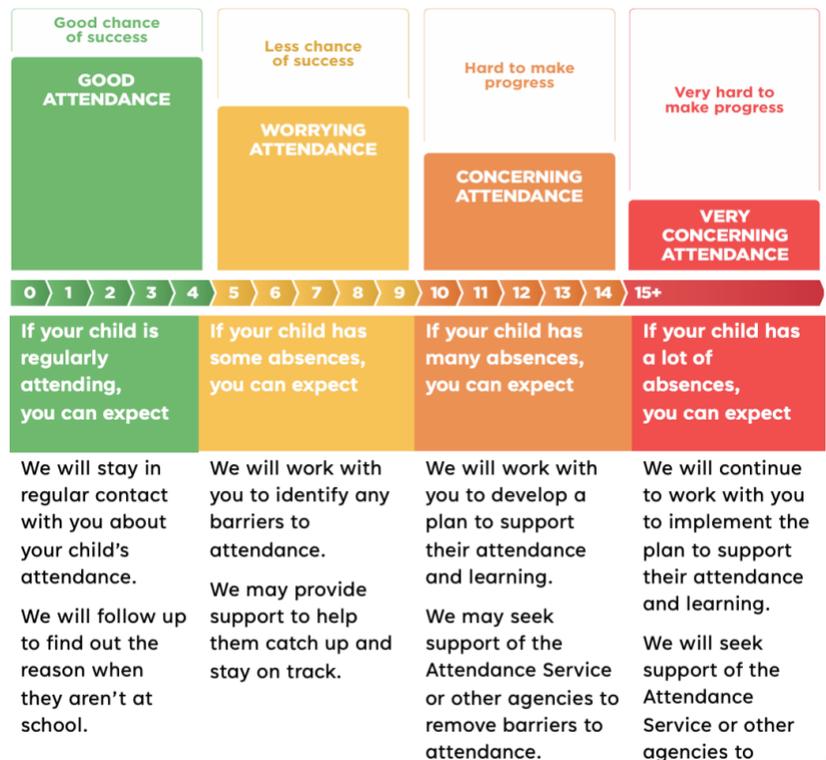
- Dean contacts caregiver.
- Barriers explored and support offered.
- Actions recorded in SMS.

Stage 3 – Concerning Attendance (10–14 days absence)

- Dean phones caregiver.
- Deputy Principal – Attendance informed.
- Attendance meeting scheduled if required.
- Support plan documented.

Stage 4 – Very Concerning Attendance (15+ days absence)

- Deputy Principal – Attendance contacts caregiver directly.
- Formal meeting held.
- Written attendance improvement plan developed.
- Referral to Attendance Services considered.
- Ongoing monitoring implemented.



7. Reporting and Review

- Daily monitoring of unexplained absences.
- Weekly review of threshold data.
- Termly reporting to the Board.
- Annual review of this plan.

8. Legislative Compliance

This plan operates in accordance with:

- Education and Training Act 2020
- Education Attendance Rules
- Ministry of Education Attendance Management Plan guidance

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