



Mission Heights
JUNIOR COLLEGE
GROWING GREATNESS
KIA MANA AKE

Mission Heights Junior College: Attendance Management Plan

At Mission Heights Junior College (MHJC), we believe that **Growing Greatness** begins with being present. Regular school attendance is the cornerstone of student achievement and the foundation of our innovative learning environment.

In accordance with the 2026 Ministry of Education requirements, MHJC will implement this Attendance Management Plan to ensure clear, consistent strategies for identifying, investigating, and addressing absences through a personalised, whānau-centered approach.

Our four Whānau, or schools within a school are central to everything we do at MHJC. They operate as physically independent learning communities with a dedicated Administrative Assistant in each whānau whose primary focus is the rigorous tracking and follow-up of daily attendance in each whānau.

In the event of an unexplained absence, our primary protocol is to contact parents via telephone. Should we be unable to reach a parent or guardian directly, a follow-up notification is immediately issued via email to ensure clear communication.

Strategic Priorities & Targets

One of our strategic goals is to reach government targets for attendance.

The New Zealand government has set a national target of 80% regular attendance by 2030. 80% of students will **attend** school 90% of the time

- Current MHJC Status: an average of 71% regular attendance for 2025.
- MHJC Target: To reach 80% regular attendance by 2030.

The STAR Framework

As of 2026, we will utilise the **Stepped Attendance Response (STAR)** as our guiding framework. This data-driven system will allow us to intervene early and provide the right support at the right time.

The Government's target is for **80% of students to attend regularly**, that is to attend school more than 90% of the time



Shared Responsibilities

The Board of Trustees

The Board is committed to providing a supportive environment that encourages students to return to regular attendance. Responsibilities include:

- Ensuring legislative compliance and oversight of attendance data.
- Supporting a STAR-based approach using data-based thresholds.
- Monitoring patterns and barriers to attendance at a governance level.
- Publicly sharing this plan on the MHJC website for transparency.

The Principal & Senior Leadership Team (SLT)

The Principal ensures the operational success of the plan by:

- Ensuring all investigations and actions are recorded accurately.
- Fostering a culture where students, Whānau, and staff understand that "Every Day Matters."
- **Acknowledging students for good attendance with ebadges.**
- Reporting termly to the Board on trends, barriers, and the effectiveness of interventions.



Individual Student Attendance activities

Individualised student responses to absence thresholds

Less than 5 days absence in a school term	Up to 10 days absence in a school term	Up to 15 days absence in a school term	15 days or more of absence in a school term
Parents/Guardians <ul style="list-style-type: none"> Ensure student attends every day they are able Reinforce good attendance habits Support other parents to reinforce good attendance habits Open communication with school Follow school attendance management plan and associated policies and processes 	Parents/Guardians <ul style="list-style-type: none"> Return student to regular attendance Contact school to discuss reasons for absence and impact on learning Support student to catch up on missed learning Engage in supports offered 	Parents/Guardians <ul style="list-style-type: none"> Return student to regular attendance Participate in meeting with school to analyse reasons for absence and to collaborate on a support plan Implement strategies at home 	Parents/Guardians <ul style="list-style-type: none"> Return student to regular attendance Engage in support plan Participate in regular meetings
Schools <ul style="list-style-type: none"> Communicate with parents about every absence Maintain contact details of parents Provide student with regular updates on their own attendance Report regularly to parents on attendance of their child Support student: <ul style="list-style-type: none"> attending school to continue learning if unable to attend school every day, including using Ministry approved well-being or transitional plans, or health schools where appropriate to access other education pathways where appropriate 	Schools <ul style="list-style-type: none"> Contact parents to discuss reasons for absence and impact on learning Support student to catch up missed learning where required Use in-school resources as appropriate to remove barriers e.g. counsellor, alternative timetables, PB4L 	Schools <ul style="list-style-type: none"> Contact parents to escalate concerns Hold meeting to analyse reasons for absence and to collaborate on a support plan Develop and implement a support plan tailored to the reasons and circumstances around the child's absence Use in-school resources as appropriate to remove barriers and request support from Attendance Service or other agencies as needed 	Schools <ul style="list-style-type: none"> Contact parents to inform of escalated response Request support from Attendance Service or other agencies as needed Participate in multi-agency response Maintain implementation and monitoring of support plan Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up Unenroll if student will not be returning to school
Ministry of Education <div> <div> Attendance Service <ul style="list-style-type: none"> Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes: <ul style="list-style-type: none"> agreeing changes to be made, addressing some unmet basic needs impacting on attendance, and referring students to other services as necessary Collaborate with schools so that <ul style="list-style-type: none"> they remain engaged as plans are developed and implemented, and they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn </div> <div> Regional and National teams <ul style="list-style-type: none"> Facilitate involvement of other agencies Support schools to access other education pathways for a student where appropriate Consider system-wide initiatives for high-risk attendance Reprioritise regional support resources to where most needed/effective Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools </div> </div>			

Stepped Attendance Response - STAR: Responding to all absence

Version 2: July 2025

Attendance Management Procedure

At MHJC we recognise that every student's journey is different. Our stepped response will ensure that we account for every student during school hours and offer tailored interventions—from Whānau-based support to external agency involvement—to help students achieve their educational potential.

Whānau & Parent Responsibilities

We ask our community to partner with us by:

- Ensuring students attend every day they are physically able.
- Reinforcing positive attendance habits as a key to future success.
- Maintaining open, proactive communication with the Whānau regarding absences.
- Adhering to the MHJC attendance policies and procedures.

School & Staff Responsibilities

- **Classroom & DEEP Teachers:** Responsible for session-by-session roll accuracy via Kamar.
 - **Whānau Admin Assistants:** Support teachers and Whānau Leaders in maintaining accurate attendance data and managing daily follow-up procedures.
 - **Whānau Leaders:** Monitor attendance patterns within their specific Whānau with the support from their Whānau Admin Assistants. They are the primary point of contact for informing parents of concerns and escalating serious absence situations.
 - **Principals' PA** sends weekly report to Whānau Assistants and Whānau DPs.
 - **Associate Principal** receives weekly summary of whole school attendance to follow up any areas of concern.
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Monitoring and Reporting

MHJC uses a transparent, data-led approach to keep families informed:

- **Weekly Updates:** Parents can access attendance data via the Parent Portal and the student's holistic report.
- **Termly Reviews:** The Principal, Associate Principal and SLT evaluate the effectiveness of interventions and review outcomes against our 80% target.
- **Reporting:** The Board receives termly "Every Day Matters" reports highlighting emerging trends or areas of concern.

Stepped Attendance Response (STAR) Activities

All actions taken regarding student absence—from initial Whānau Leader contact to formal agency referrals—are recorded on **Kamar**. While the STAR framework provides thresholds, MHJC reserves the right to apply any intervention at any stage if it is in the best interest of the student's wellbeing and engagement.

Review Date: January 2026

Next Review: January 2029

Legislative Compliance: Education and Training Act 2020; Education Attendance Rules.