



Alfriston School

Attendance Management Plan

A community of learners supporting each other to ensure everyone reaches their full potential

1. Rationale for Prioritising Attendance

At Alfriston School, regular attendance is essential to student learning, wellbeing, and safety. Our attendance procedures ensure that students are accounted for during school hours, school activities, and emergency situations. This enables staff to respond promptly to attendance concerns and support student welfare.

Consistent attendance supports academic achievement, social development, and emotional wellbeing. Students who attend regularly are more likely to build strong relationships, develop positive learning habits, and feel a sense of belonging within the school community.

[School docs](#)

[Communication to parents during reporting](#)

Threshold regulations set out in the [Stepped Attendance Response \(STAR\)](#)

2. Key Legal Obligations

Parent / Legal Guardian Obligations

Under the Education and Training Act 2020, parents and legal guardians must:

- Enrol their child at a registered school from the age of six (including enrolled five-year-olds).
- Ensure their child attends school every day that the school is open until at least 16 years of age.

Failure to meet these obligations may result in legal action, including prosecution under Sections 243 and 244 of the Act.

School Board Responsibilities

The School Board must take all reasonable steps to ensure students attend school when it is open. The Principal is responsible for assuring the Board that attendance is accurately recorded and that absences are followed up.

3. Expectations

Expectations of Parents and Legal Guardians

Parents and caregivers are expected to:

- Notify the school as soon as possible if their child will be absent or late.
- Work in partnership with the school to address attendance concerns.
- Ensure attendance is prioritised at home.

IMPORTANT NOTES:

- For learners enrolled under an out-of-zone placement, any absence of 21 consecutive days or more, with a reasonable reason, will result in removal from the school roll. In this case, the learner will be required to enrol at their local school upon return. Any holiday taken during term time will be recorded as an unjustified absence and will contribute to a learner's overall attendance record.
- If ongoing absences continue, the school may engage an Attendance Officer to make contact with the family and, where necessary, conduct home visits

Expectations of Students

Students are expected to:

- Attend school every day and arrive on time.
- Participate fully in learning programmes.
- Remain on site during school hours unless permission has been granted by a parent or caregiver and the school.
- Sign out at the school office if leaving during the school day.

4. Attendance Support and Management Procedures

Fostering Attendance and Wellbeing

Alfriston School is committed to building strong partnerships with whānau to promote regular attendance. Our approach is proactive, supportive, and centred on student wellbeing.

The Deputy Principal may make wellbeing phone calls to families where appropriate. These conversations aim to:

- Emphasise the importance of regular attendance.
- Highlight the long-term benefits of education.
- Strengthen partnerships between home and school.
- Identify and reduce barriers to attendance.

Where further support is needed, communication may also occur through email, additional phone calls, meetings, or referrals to external agencies.

Attendance Follow-Up

Attendance is monitored daily. When concerns arise, the school will:

1. Contact families promptly to discuss absences.
2. Offer guidance and support to address barriers.
3. Develop practical strategies in collaboration with families.
4. Engage external support services, including Attendance Officers, if required.

All communication is undertaken in an empathetic, non-judgemental, and solution-focused manner.

5. School Responsibilities

Alfriston School is responsible for creating an environment that encourages regular attendance. This includes:

- Providing engaging, inclusive, and high-quality teaching and learning programmes.
- Monitoring attendance and responding promptly to concerns.
- Offering academic, social, and emotional support.
- Working closely with families to understand individual circumstances.
- Providing practical assistance where appropriate, including support with uniforms, food, transport, or external agency referrals.
- Communicating regularly with parents and caregivers about student progress and attendance.

6. Parent and Caregiver Responsibilities

Parents and caregivers play a vital role in supporting attendance by:

- Promoting positive attitudes toward learning.
- Addressing issues that may affect attendance.
- Communicating openly with the school.
- Supporting learning at home.
- Encouraging participation in school activities.
- Working collaboratively with teachers and staff.

Attendance Summary for Families

Why Attendance Matters

Regular school attendance is essential for your child's learning, wellbeing, and social development. Being at school every day helps students keep up academically, build friendships, and feel confident and connected.

When schools and whānau work together, every child is better supported to reach their full potential.

School board signature	<i>Paul Firth</i>	Date	02.02.2026 (Approved at Board Mtg)
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