



ATTENDANCE MANAGEMENT PLAN

Cambridge Middle School: Attendance Management Plan
(STAR - Aligned)

Effective from 1 January 2026

School Aim - 70% of students attending 90% of the time

Why Attending School Regularly Is Important

Regular school attendance plays a key role in your child's learning, wellbeing, and overall future outcomes. Being present consistently enables all tamariki to fully access the curriculum throughout their important primary and intermediate years (Years 1-8).

- Students who attend regularly are more likely to achieve strong academic results.
- Attendance strongly influences wellbeing and is one of its major indicators.
- Ensuring daily attendance is a shared responsibility, with parents/caregivers expected to support their child being at school each day.
- We strive to build a school culture where attendance is valued and every day counts.
- The Ministry of Education's national target aims for 80% of students to attend school at least 90% of the time by 2030.
- Regular attendance means being absent for fewer than 5 days per term

Daily Expectations and Communication Processes

Parents and caregivers can view their child's attendance record at any time through the EDGE app. This will help you stay informed and up to date.

Parent/Caregiver Responsibilities

Action Required	Details
Absence Notification	If your child will be away, please contact the school as soon as possible by phone, text, email, or through the EDGE app, and include the reason for the absence.
Punctuality	Students should arrive before the first bell at 8:45am and be in class, ready to learn, when the second bell rings at 8:50am. Students arriving after 8:50am must sign in at the school office.
Medical Absence	If your child is unwell for three consecutive days, the school may request a medical certificate if attendance patterns are causing concern.
Contact Details	Please notify the school office immediately if any contact information changes.



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Board Responsibilities

As required by the Education and Training Act 2020 (s35), all students between 6 and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

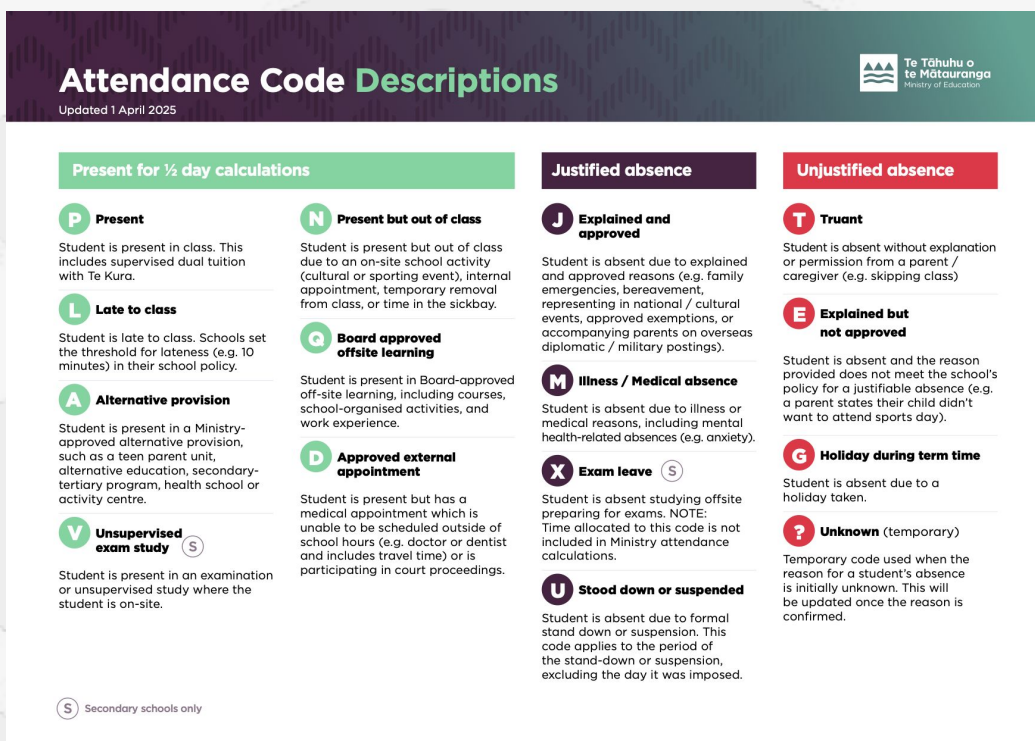
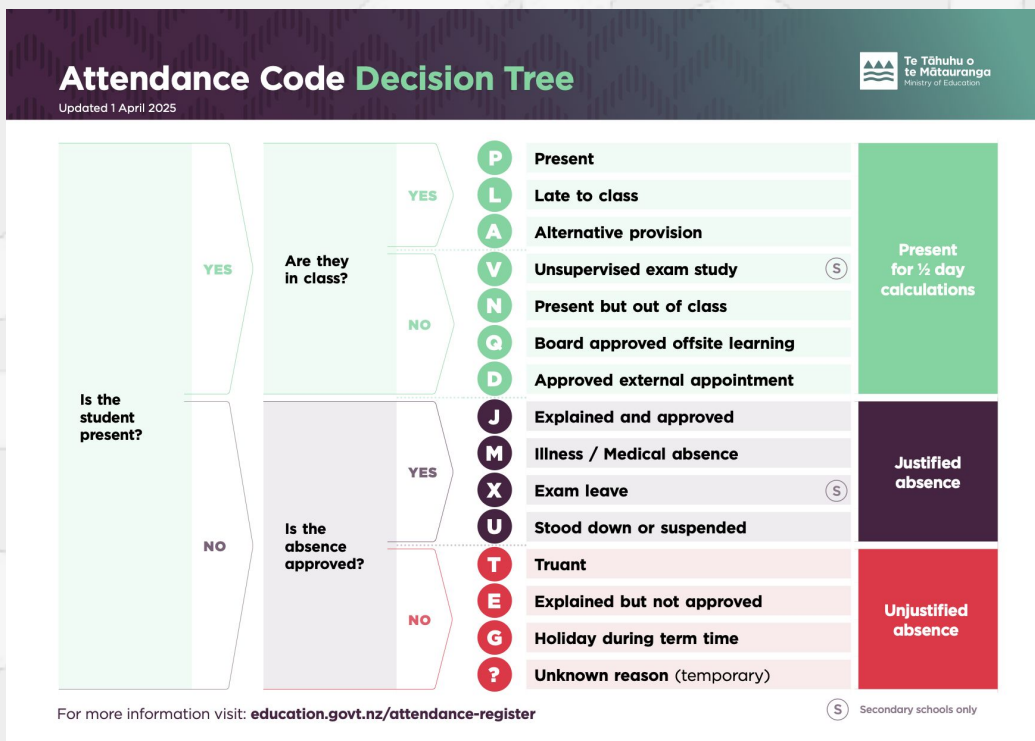
The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

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

- having a commitment to support students 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

Attendance Codes

At Cambridge Middle School, we follow Ministry guidelines and use approved attendance codes in EDGE. Absences may be classified as justified (such as medical reasons) or unjustified (such as unapproved holidays or other non-approved reasons).



How the School Responds to Unexplained Absences

1. If a student is marked absent without explanation, the office will send a text message (EDGE/SMS) to parents/caregivers.
2. If no reply is received, the office will follow up with a phone call.
3. If lateness becomes a pattern, the school will notify parents via email.

The Stepped Attendance Response (STAR)

Our school uses the STAR model to monitor attendance using clear data thresholds. This approach helps us identify concerns early and work together with whānau to provide appropriate support. If your child is finding it difficult to attend regularly, we are here to help.

STAR STEP	Attendance Rate (Per Term)	Maximum Absence Days (Per Term)	School Response & Action
GOOD	90% +	Less than 5 days	Goal: Maintain consistent attendance. You will receive attendance updates that recognise our Attendance HEROs and acknowledge students' effort
WORRYING	80%	Up to 10 days	Goal: Improve attendance to above 90%. Class teacher to make contact with home and an email or letter sent. This is your first formal notice , and a discussion is needed to explore how we can work together to support this.
CONCERNING	70%	Up to 15 days	Goal: Re-engage students and improve attendance. This is an escalated formal notice , sent via email or letter. A meeting is required to develop a support plan, and parents are expected to work collaboratively with the school.
VERY CONCERNING	Less than 70%	15 days or more	Goal: Intensive intervention. A warning notice is issued with potential legal or referral action. Parents are advised of their legal responsibility and ongoing concerns may be sent to the ministry for prosecution. AMP Slides

Support Options (Barrier Reduction)

- Pastoral and wellbeing support
- Learning Support
- Help with routines, anxiety, transport options and uniform
- Referral to external agencies when appropriate

How to Ask for Support

If you need assistance with getting your child to school consistently, you can contact us by:

- Speaking directly with your child's classroom teacher
- Emailing attendance@cms.school.nz or nataliemarsh@cms.school.nz
- Phoning the school office: **07 827 5135**