

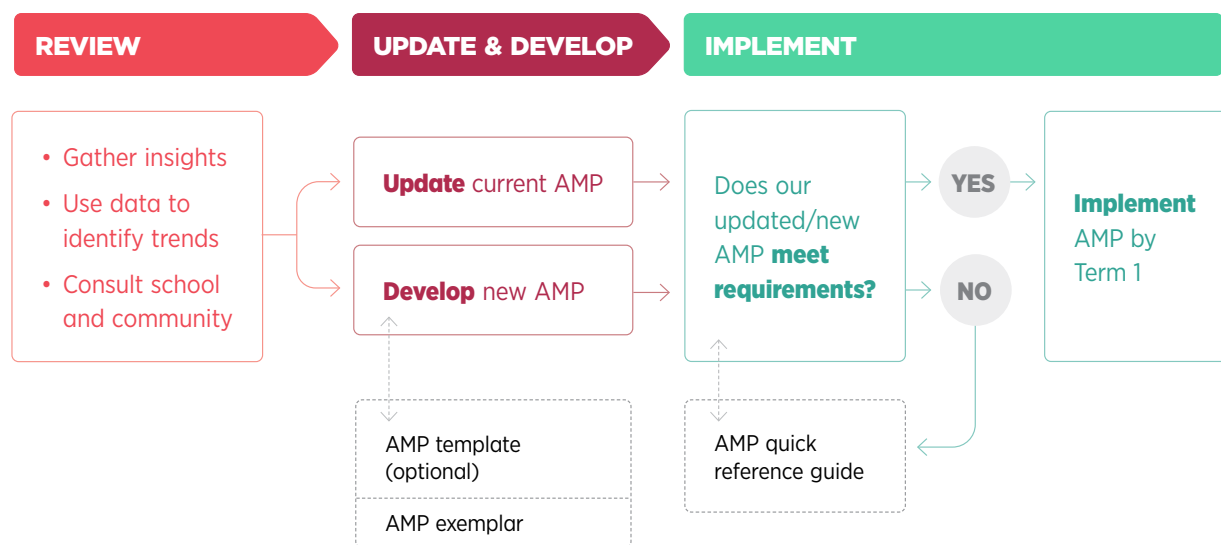
Reviewing Your School's Attendance Management Plan

Schools are required to review their Attendance Management Plan (AMP) at least every three years. This resource supports schools to review and improve their AMP. It offers structured prompts to guide data collection, assess current strategies, and plan future reviews, so the approach remains effective, inclusive, and aligned with the school community.

Taking time to review your current attendance policies and practices helps identify what's working well and what may need to change.

KEY DATES:

Term 1 2026	Attendance Management Plan implemented
Term 1 2027	Review Attendance Management Plan (recommended)
Term 1 2029	Review Attendance Management Plan (required)



Gathering Insights and Evidence

Use your observations and school experiences as well as your ‘Every Day Matters’ report and SMS data to explore the following:

Attendance Trends

- What are our current attendance rates by year level or student group?
- Are there patterns in absences (e.g. certain days, times of year or student demographics such as year group, ethnicity, gender)?
- Are some students or groups disproportionately affected by chronic non-attendance?
- Compare current rates to national targets (e.g., 80% of students attending 90% of the term) and previous years.

Staff Insights

- What are our staff noticing about student attendance and engagement?
- Do staff feel confident and supported to respond to attendance concerns?
- What barriers exist to implementing our attendance strategy effectively?

Student Voice

- What do students say about coming to school and how they feel when they’re here?
- Are there barriers making it hard for them to attend?
- What ideas do students have for improving attendance?

Whānau and Community Voice

- How do whānau feel about the support they receive when attendance becomes a concern?
- What are the community’s views on school attendance and engagement?
- Are there cultural or contextual factors we should consider?

Wider Influences

- Are external issues (e.g. transport, health, housing, or family challenges) affecting attendance?
- Have we connected with local agencies or community partners who might be able to help?

NEXT STEP: If gaps are identified, update your AMP to address barriers and strengthen engagement:

Key findings	Actions	Responsible person	Timeline

Reviewing your Plan

Using the Insights and evidence gathered review your school's current AMP.

Relevance

- When was our current plan developed?
- How well does it align with our current goals and attendance targets?
- When was it last reviewed? What changes were made? Did they improve outcomes?

Representation

- Does the plan reflect our school and community as they are today?
- Have there been any significant social, economic, or cultural changes we should factor in?
- Are our school's values and unique identity clearly reflected?

Alignment with practice

- Do our daily practices align with what's written in the plan?
- Have we updated our approach in response to new challenges or student needs?
- Do staff understand the plan and feel confident in putting it into action?

Effectiveness and Improvement

- Which parts of our approach are making a positive difference?
- Where are the gaps or challenges?
- How do we know what's working (e.g., data, feedback, visible trends)?

NEXT STEP: If gaps are found, update your AMP and communicate changes to staff and whānau:

Key findings	Actions	Responsible person	Timeline

Planning future reviews

Planning ahead will help identify areas for improvement and that your strategy continues to meet the needs of your school community. While you can review your plan at any time, a formal review is required at least once every three years.

Use the table below to guide your future planning:

Item	Key Considerations	Notes
Frequency of reviews		
Consider annual check-ins and a full review every three years	How often will reviews take place? Will they align with other planning cycles?	
Responsibility for reviews		
Assign clear roles (e.g., senior leadership, board, attendance lead).	Who is responsible for initiating and coordinating the review process?	
Scope of the review		
Include both policy and practice.	What aspects will be reviewed? Will it focus on implementation, adherence, or overall effectiveness?	
Data for reviews		
Use SMS data, Every Day Matters reports, and feedback from staff, students, and whānau.	What data will support the review?	

Item	Key Considerations	Notes
Participants in the review		
Include school leaders, teachers, whānau, students, and the Attendance Service.	Who will be involved in the review process?	
Measuring effectiveness		
Look for improvements in attendance rates, engagement, and feedback.	How will you know if the plan is working?	
Triggers for additional reviews		
Examples: significant policy changes, community feedback, or emerging attendance issues.	What events or changes might prompt an unscheduled review?	

Supporting Resources

These resources are available on the Ministry website or via the links below:

- [Attendance Management Plan Template](#) – Use this to create or update your AMP.
- [AMP exemplar](#) – See a completed example for guidance.
- [AMP Quick Reference Guide](#) – Use the Quick Reference Guide to check your AMP includes all required components (e.g., strategic objectives, STAR alignment, interventions at thresholds, monitoring, publication).



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