

Quick Reference Guide for Attendance Management Plans

Below is a list of the requirements that schools must include in their Attendance Management Plans (AMP).

Use this guide to review your current practice and identify areas to strengthen your AMP so that it meets all the required components.

Requirement	Considerations	Notes
Strategic objectives and attendance progress		
The AMP must include the board's strategic priorities and measurable attendance progress aligned with national targets.	<ul style="list-style-type: none">• What are our overarching attendance objectives?• How does attendance fit within our strategic goals?• What is our current attendance rate?• What is our goal over the next 3 years?• How will we measure progress?• Are we aligning with government targets (e.g., 80% of students attending 90% of the term by 2030)?	

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Have regard to guidance issued by the Secretary		
When developing an AMP, schools must consider guidance issued by the Secretary for Education, currently the Stepped Attendance Response (STAR).	<ul style="list-style-type: none"> • Does our practice align with STAR? • Have we considered actions for each threshold (5, 10, 15 days)? 	
Strategies, actions or interventions at attendance thresholds		
Schools must define strategies and actions for students at each threshold (up to 5, 10, and 15 days of absence in a term).	<ul style="list-style-type: none"> • What interventions are effective? • Are they tailored to student needs? • What systems and processes do we have in place to identify and respond to absences? • How do we record actions taken? 	
Process to identify issues that make attendance challenging for students		
Schools must have a process to identify barriers and underlying causes that prevent students from attending regularly.	<ul style="list-style-type: none"> • Have we got a process to identify barriers that our students may face in attending school? • Can we address these barriers? 	

Requirement	Considerations	Notes
Review timeline and monitoring		
The AMP must be reviewed at least every 3 years and include how progress will be monitored.	<ul style="list-style-type: none"> • Do we have a review schedule? • Should we review earlier due to changes in attendance patterns or strategic shifts? • How will we monitor progress? 	
Published plan on the website		
The AMP must be approved by the school board and published online for the school community to access.	<ul style="list-style-type: none"> • Is the AMP published on our website? • If your school doesn't have a website, contact attendance.management@education.govt.nz 	



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