

Frequently asked questions about recording AMP response activities

This document answers some common questions you, your staff, and your community might have recording Attendance Management Plan (AMP) response activities.

1

How does recording AMP response activities help my school?

Recording AMP response activities can help your school or kura to:

- identify students with emerging attendance concerns earlier and respond before patterns become entrenched
- maintain a clear record of attendance-related actions taken for individual students
- enable staff to see what support has previously been provided and what has been effective
- build a school-based evidence base of strategies that work within your community
- support consistency in attendance management across the school
- put your Attendance Management Plan into practice through day-to-day attendance management.

2

How will the data be used by the Ministry of Education?

The AMP threshold response activity data will be automatically shared with the Ministry alongside daily attendance data to support monitoring of the effectiveness of responses and to help identify where additional support may be required.

By analysing attendance response information at a national level and linking it to subsequent attendance outcomes, the Ministry will be able to build a stronger evidence base about what works and what does not.

These insights will help:

- share practical evidence and good practice with schools and kura
- inform attendance-related policy development
- target funding and support to areas where it is most likely to have a positive impact
- improve outcomes for students through earlier and more effective interventions.

This evidence can then help guide future investment and support decisions.

3

Why do we need to record this?

Recording AMP response activities is a legislative requirement under amendments to the Education and Training Act. It is also an important part of implementing your kura or school's Attendance Management Plan and ensuring attendance concerns are managed consistently and effectively.

While recording response activities involves an additional administrative step, it provides several benefits for your school or kura by:

- creating a clear record of attendance-related actions, decisions, and support provided to students
- supporting continuity when staff change or multiple staff members are involved with a student.
- helping staff understand what support has previously been provided and what approaches have been effective
- identifying emerging attendance concerns earlier, enabling timely intervention before patterns become entrenched
- promoting consistency in attendance management practices across the school or kura
- building a school-based evidence base of strategies that work within your community
- contributing to a national evidence base that will help inform future attendance support, resources, and policy.

Many schools and kura are already undertaking these activities as part of their attendance management practices. Recording them simply ensures there is a consistent and accessible record of the support provided and the actions taken.

4

What can I say to parents and whānau if they have questions about attendance response activities?

Attendance response activities help you monitor attendance patterns and record the support and communication provided when concerns about attendance arise. They are an important part of your Attendance Management Plan, and help ensure students receive the right support at the right time.

Information about response activities is also used by the Ministry of Education to better understand which approaches are most effective in supporting improved attendance outcomes.



For more information, parents and whānau can visit the Ministry's website:

[Managing Attendance | education.govt.nz](https://tinyurl.com/attendanceAMP)

<https://tinyurl.com/attendanceAMP>

5

How do AMP response activities relate to my Attendance Management Plan?

Your AMP is a board-approved document that outlines how your school or kura will identify, monitor, and respond to attendance concerns at key attendance thresholds (such as 5, 10, and 15 days of absence).

The plan describes the types of responses you might consider at each threshold. AMP response activities are the specific actions your school or kura actually takes when a student reaches one of those thresholds.

Recording these activities in your Student Management System helps demonstrate how the AMP is being implemented in practice and enables this information to be shared with the Ministry.

6

Do I have to record a response activity when a student reaches an attendance threshold? What if there is a known reason for the absence, such as illness?

Yes, a response activity should still be recorded when a student reaches an attendance threshold. The response activity should reflect the decision you came to after reviewing the student's absence at that threshold and take the student's attendance pattern into account.

That decision may be to not take any new action. For example, where there is a known reason for the absence, such as a medical condition or extended illness, the appropriate response may be reviewing the student's health plan, maintaining contact with the whānau, or deciding that no further action is required at this time due to known circumstances. In that case, you should record "Monitor current response".

The important thing is to take notice of the absence, make a decision, and record it.

7

Do I only need to record AMP response activities for unjustified absences?

No. AMP response activities apply to attendance thresholds regardless of whether absences are justified or unjustified.

Attendance patterns can affect a student's engagement and learning outcomes regardless of the reason for the absence. Recording response activities helps schools maintain a consistent record of the support and interventions provided and enables the Ministry to better understand which approaches are most effective in improving attendance outcomes for different students and circumstances.

8

Can I turn off or edit the automated emails that get sent to parents when I select "Sent Written Communication"?

Yes. All Student Management Systems (SMSs) support the ability to customise automated notifications and turn them on or off. For information about how to manage these settings, please refer to your SMS provider's guidance or contact them directly.

The Ministry does not recommend specific staff roles for recording AMP response activities, as this will vary between schools and kura depending on factors such as size, structure, staffing, and existing attendance management processes.

Once your AMP is in place, your school or kura should consider how it will be operationalised in practice. This includes clearly defining roles and responsibilities for:

- monitoring student attendance and identifying when thresholds have been reached
- following up with students and whānau when attendance concerns arise
- undertaking attendance response activities
- recording response activities in your Student Management System.

Some schools and kura may allocate these responsibilities to attendance staff, pastoral care teams, deans, senior leaders, classroom teachers and kaiako, or administrative staff, while others may share responsibilities across several roles.

The important thing is that your school or kura has clear processes in place so that attendance concerns are responded to consistently and response activities are recorded accurately.