



SUNNYVALE PRIMARY SCHOOL

Attendance Management Plan (AMP)

School	Sunnyvale Primary School
SMS	HERO
Year	2026
Target	80% of students attending regularly (more than 90% of the time)

Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our tamariki. The Government has set a national target of 80% of students attending school at least 90% of the time.

Current Context & Considerations for Sunnyvale Primary School:

- The current average attendance rate is 87%.
- Attendance is notably lower on Mondays, Fridays, and rainy days.
- There is a core group of students with attendance under 50%.
- Approximately 13% of students (54 students) have an attendance rate of 70% or less.

Board Responsibilities

The Board takes all reasonable steps to ensure students attend school when it is open for instruction. The Board supports the school in:

- Supporting students to return to regular attendance.
- Ensuring processes align with the Stepped Attendance Response (STAR) thresholds.
- Monitoring attendance data trends, specifically regarding the core group of students with low attendance.

Principal & Leadership Responsibilities

The Principal and Senior Leadership (including specific roles such as Renee T, Chè, and Katie) are responsible for:



- **Communication:** Communicating the attendance target to whānau via Facebook and HERO (Weeks 1, 2, 5, and 10).
- **Implementation:** Implementing the STAR thresholds and ensuring absences are investigated.
- **Reporting:** Reviewing attendance lists and utilizing the school van for pick-ups, drop-offs, and welfare checks.
- **Intervention:** Initiating referrals to **Attendance West** and holding whānau or multi-agency hui when appropriate.

Monitoring & Daily Procedures

1. Recording Attendance

- **Morning Roll:** Taken at **9:30 am**.
- **Afternoon Roll:** Taken by **1:50 pm**.
- **SMS:** All data is recorded in **HERO**.

2. Responding to Absences

- **Daily:** Following the 9:30 am roll, class attendance is correlated with messages/calls. Parents of absent students are sent a text via HERO.
- **Unexplained Absences:** A list of unexplained absences is generated daily. Families are texted/called (extra contact beyond the automated text).
- **Welfare Checks:** If there is no response over **3–5 consecutive days**, a home visit/welfare check is carried out.
- **School Van:** The school van is utilized for pick-ups, drop-offs, and welfare checks as part of daily procedures.

Attendance Promotion Strategies

To address specific barriers (e.g., low attendance on Fridays), the school implements the following promotional strategies:

- **Friday Incentives:**
 - Providing a "fun" meal for lunch on Fridays, advertised in daily notices.
 - Fortnightly "Dress-up Days" in Terms 2 and 3 (e.g., Wacky Hair Day, Backwards Day, Pyjama Day).
- **Rewards:**
 - **Class Rewards:** Fortnightly checks via HERO to identify the class with the highest attendance; winners receive ice blocks on Friday.
 - **Individual Rewards:** 100% attendance awards presented each term.
 - **Term 2/3:** 100% attendance pizza parties at Week 5 and 10
 - **Improved attendance:** Names into prize draw (Crocs, Scooters)
 - **Classes with over 90% attendance** entered into draw for class prize (Fish n chips)



School Stepped Attendance Response (STAR)

Actions are cumulative and recorded in HERO.

1. Good / Regular Attendance

- **Threshold:** Less than 5 days absence per term.
- **School Action:**
 - Daily monitoring via HERO (9:30 am and 1:50 pm rolls).
 - Automated text sent for any unexplained absence.
 - Participation in school-wide rewards (Friday lunches, ice blocks).

2. Worrying Attendance

- **Threshold:** 5–10 days absence per term.
- **School Action:**
 - Continued daily text/call contact for absences.
 - **Welfare Check:** If no response is received over 3–5 consecutive days, staff will conduct a home visit.
 - **Referral Trigger:** If a welfare check is unsuccessful, or if there are 5 consecutive days of absence (or sets of 2 days over a few weeks), a referral is made to the **Attendance Service**.

3. Concerning Attendance

- **Threshold:** 10–15 days absence per term.
- **School Action (Includes all previous steps plus):**
 - **Principal Communication:** Twice per term (Weeks 5 & 10), an email is sent to families falling into this "amber" zone.
 - **Formal Referral:** Referral to **Attendance West**.
 - **Meeting:** Whānau Hui held to address barriers.

4. Very Concerning Attendance

- **Threshold:** 15+ days absence per term.
- **School Action (Includes all previous steps plus):**
 - **Leadership Intervention:** Direct email/contact from Principal.
 - **Multi-Agency Support:** Holding a Multi-Agency Hui to provide high-level support and solutions.
 - **Statutory Action:** If non-attendance persists, the school may proceed with Unenrollment or Prosecution.

Roles & Responsibilities Breakdown

Role	Responsibilities



Principal / Senior Leaders	• Send "amber zone" emails (Weeks 5 & 10). • Oversee referrals to Attendance West. • Facilitate Multi-agency hui. • Authorize unenrollment/prosecution proceedings.
Office / Support Staff (e.g., Chè, Renee T)	• Correlate class attendance with messages daily. • Send daily text alerts via HERO. • Call families with unexplained absences. • Conduct home visits/welfare checks (after 3-5 days no response).



	• Drive school van for pick-ups/visits.
Teaching Staff	• Mark rolls accurately at 9:30 am and 1:50 pm. • Encourage participation in Friday dress-up/fun lunch days.

Legislative Compliance

This plan complies with the *Education and Training Act 2020* and relevant attendance regulations, ensuring that:

- Whānau are supported to meet their legal obligations to ensure tamariki attend school.
- The school meets its requirements to record, monitor, and follow up on student absences daily.

The Sunnyvale Board of Trustees approved the following as Q Code (offsite learning) to be supported by home learning packs where appropriate:

- Children on transition plans
- Tangi/bereavement/kawe mate/unveiling/terminal illness
- Family- emergency housing, family harm, family trauma circumstances
- Neurodiverse needs- sensory needs
- Cultural leave- Eid, Ramadan, Waitangi, Iwi hui