



Lincoln High School Stepped Attendance Reporting (STAR) – V1 2026

GOOD Good chance of success	WORRYING Less chance of success	CONCERNING Hard to make progress	SERIOUS CONCERN Very hard to make progress
0 - 4 days absence in a school term	5 - 9 days absence in a school term	10 - 14 days absence in a school term	15 + days absence in a school term
Normal follow up of attendance <ul style="list-style-type: none"> Linc teachers ensuring that all ? are coded within 2 weeks using the MoE codes. 	In fortnightly deans and linc teacher meetings, when student first gets to 5 or more days: <ul style="list-style-type: none"> Linc Teacher identifies any students that letters have gone home for. Deans will make a note of attendance issue and begin monitoring. Letter 1 Medical 	In fortnightly deans and linc teacher meetings, when student first gets to 10 or more days: <ul style="list-style-type: none"> Linc teacher will mark as refer to dean Dean will arrange meeting with caregivers. Letter 2 Medical 	After fortnightly deans and form teacher meetings, deans will check any students with 15+ days absence. Deans and HOL manage process from here, with <ul style="list-style-type: none"> Letter 3 Caregiver Meeting Letter 4 if required

MOE Expectations	LHS Response	Person Responsible
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Less than 5 days absence in a school term (GOOD Attendance)		
<ul style="list-style-type: none"> Clearly communicate attendance expectations at enrolment, the start of the school year, and each term. Inform parents about the school's steps when a child is absent. Maintain up-to-date contact details for parents. 	<ul style="list-style-type: none"> Contact records are checked yearly Attendance requirements are shared with year levels in assembly Whānau informed about expectations in beginning of the year letters. 	<p>RCL Linc teachers Year level teams</p>
<p>Monitor attendance and communicate absences to parents</p> <ul style="list-style-type: none"> Provide students with regular updates on their attendance. Report regularly to parents about their student's attendance. 	<ul style="list-style-type: none"> Daily attendance emails to students to follow up their missed attendance. Weekly emails to parents with updates on their attendance. This includes a section about MoE attendance requirements: <p>Attendance Stats - Days Absent - Term Status</p> <p>So far this year, [redacted] has missed</p> <ul style="list-style-type: none"> 2.5 days in Term 1 - Good <p>If their attendance continues at the current rate they are predicted to miss 14 days of school this term, which would be Concerning</p> <p>The different categories of attendance for a term are:</p> <ul style="list-style-type: none"> Good - less than 5 days absent Worrying - 5 to 9.5 days absent Concerning - 10 to 14.5 days absent Serious Concern - 15 or more days absent <ul style="list-style-type: none"> Parents of any students who are not in class P1 receive an alert through KAMAR. Communication sent to whānau on the day to notify of missing attendance 	<p>Automated – JLH</p> <p>Classroom teachers completing the roll within 15mins of start of period</p> <p>KWH</p>
<ul style="list-style-type: none"> Promote good attendance habits to students and parents. 	<ul style="list-style-type: none"> Linc teachers monitor attendance 2 times a week and discuss this with students in their care. They contact home for any ? that are not resolved within 2 weeks. This insures accurate records. 	<p>Linc teachers</p> <p>AGR – printing attendance sheets weekly.</p> <p>MSY</p>

	<ul style="list-style-type: none"> • Student lateness is monitored as they enter school. Detentions are issued as a consequence for reoccurring lateness. • Daily email to staff when attendance is unmarked • Daily Attendance Logs sent to Deans and Head of Year Levels • Weekly Attendance sent to Linc Teachers • Weekly Log of Non attendance (?) sent to Head of Deans 	Automated - JLH
<ul style="list-style-type: none"> • Foster a positive social and learning environment. 	<ul style="list-style-type: none"> • Attendance makes up part of the recognition for getting things right at school. Prizes are issued to students who have 90% or better attendance. • Attendance is baked into Y11-13 diploma requirements. Motivating students to attend to achieve the diploma. 	Year level teams Tutors/Linc teachers
<ul style="list-style-type: none"> • Support students in getting to school. 	<ul style="list-style-type: none"> • Consider food/transport/uniform/other support to help remove barriers to attending 	Year level teams
<p>Up to 10 days absence in a school term (WORRYING Attendance)</p> <p>(Plus all previous steps)</p>		
<ul style="list-style-type: none"> • Dean to send a formal notification and contact the parent/guardian to discuss the reasons for absence 	<ul style="list-style-type: none"> • Email flow for attendance issues. This starts with dean. 	Linc Teacher to monitor weekly attendance and discuss with student any anomalies and extended absences.
<ul style="list-style-type: none"> • Support students in catching up on missed learning. 	<ul style="list-style-type: none"> • Classroom teachers can where practicable provide work via Teams/OneNote for students to catch up with. 	Classroom teachers Tutors
<ul style="list-style-type: none"> • Use in-school resources to remove barriers to attendance (e.g., school 	<ul style="list-style-type: none"> • We have food available as needed from the Deans office. No questions asked. 	Linc teachers Year level teams

<p>counsellor, second-hand uniform shop, PB4L).</p>	<ul style="list-style-type: none"> • We have counsellors that students can be directed to or can engage with as needed. • We have uniform to issue 	
<p>Up to 15 days absence in a school term (CONCERNING Attendance) (Plus all previous steps)</p>		
<ul style="list-style-type: none"> • Send an escalated formal notification to parents. 	<ul style="list-style-type: none"> • STAR entry automatically made with KAMAR. KWH made aware through KAMAR notifications. YLTs review and send as appropriate. • KWH emails home using preset emails (deans to monitor) • Deans phone home 	<p>Automated - JLH KWH to check regularly and notify YLT.</p>
<ul style="list-style-type: none"> • Hold a meeting to analyse the reasons for absence and develop a support plan. <ul style="list-style-type: none"> • Implement a tailored plan based on the student's circumstances. • Use in-school resources to remove barriers and request support from the Ministry or other agencies 	<ul style="list-style-type: none"> • Whānau meeting to discuss return to school with appropriate pastoral teams. - Attendance plan developed <ul style="list-style-type: none"> ○ Counselling teams will engage with CAF, Te Tahi Youth and the Salvation Army ○ Engage with attendance services. ○ Pastoral teams can refer student to Pou Whirinaki for youth worker support. ○ Students can return to school with modified timetables as discussed with family. ○ RTLB have regular onsite meetings to discuss Y9/10 students • No response to KAMAR letter or contact from the dean, referred to HOL. 	<p>Year level teams</p>
<p>15 days or more absence in a school term (SERIOUS CONCERN Attendance) (Plus all previous steps)</p>		

<ul style="list-style-type: none"> Send a warning notice and contact parents to arrange a meeting. 	<ul style="list-style-type: none"> KAMAR emails home (deans to monitor) HOL phone home 	Automated – JLH HOL
<ul style="list-style-type: none"> Escalate the case to a multi-agency response. Implement and monitor an improvement plan. Participate in the multi-agency response. Consider prosecution if supports are offered but not taken up (school-led or Ministry-led). Unenroll students who will not be returning to school. 	<ul style="list-style-type: none"> Year level team to monitor flow between family and HOL. MOE informed through attendance services. Discuss attendance with local police as needed in conjunction with other services. Students who have been absent for 20 days are removed from the roll. 	Dean and HOL

Whole school actions to meet attendance targets

School Target: Our students’ attendance rates (as per the MoE attendance matters report) will increase by at least 5% school wide for each Term when compared to 2025.

Below are the 2025 attendance rates

Regular Attendance (over 90%)	Irregular Absence (80% – 90%)	Moderate Absence (70% - 80%)	Chronic Absence (Below 70%)
Term 1: 69%	Term 1: 20%	Term 1: 7%	Term 1: 5%
Term 2: 59%	Term 2: 21%	Term 2: 10%	Term 2: 9%
Term 3: 51%	Term 3: 28%	Term 3: 12%	Term 3: 10%
Term 4: 58%	Term 4: 20%	Term 4: 11%	Term 4: 11%

- Send out clear communication to whanau re LHS attendance expectations at start of year
- Publish the steps LHS will take to follow up on poor attendance (to do)

- Weekly attendance data to students and whānau
- Period by period attendance data available to whanau via the portal
- Daily texts/emails to absent students' whanau
- Reinforce good attendance habits to students (assemblies/rewards and certs etc)
- Support students to get to school (help with uniform/transport/food etc)
- Promote good social and learning environment (through LHS Tikanga and Expectations)
- Ask about students attendance habits when they first enrol (Y8)
- Minimise disruption to the school day
- Support students unable to attend via health school or transition to tertiary education or alternative education

Responsibilities

Absence Line / Text

Any parent who leaves an absence message without giving a reason is marked E by Karen W. She does the same for other absences that are unjustified.

Linc Teacher Role (5-9 Days Absent)

Responsibility for attendance monitoring and subsequent communication with parents at levels of attendance between 5 and 9 days off in a term.

Clearing up unknown entries (marked as ?) and replacing them with the correct ones (Full information on codes and how to use them are [here](#)). Fortnightly indicate which students attendance requires an action: Linc teacher judgement is required around absences like holiday (G). Linc teachers should aim to correctly code all ? within a two-week period.

Fortnightly at Linc Teacher Meetings:

- Linc teachers will share any attendance issues with the dean – ongoing medical, issues that they are unsure about.
- STAR attendance letters will be sent automatically and notifications will be sent through KAMAR
- Linc teacher judgement is important in choosing to refer to deans.
- Respond to replies from parents related to this level of attendance.
- **Medical:** There is a letter to send if medical absences start to ramp up. It suggests a conversation to discuss what support may be necessary. It may be necessary to discuss this with the year level team before sending.

Deans (10-14 Days Absent)

- Deans can look In Reporting > Attendance, to find "Stepped Attendance Response (STAR)" on the left, under the "Student Attendance Statistics" heading.
- If medical send [Letter #2 - Dean - Medical](#)
- Call home request meeting, if no response, send [Letter #2 - Dean](#)
- Meet with whānau/student and complete [attendance plan](#).
- No response to letter or no improvement to attendance post meeting refer to HOL or JLH

SLT (15+ Days Absent)

- Call home request meeting
- Meet with parent/student and complete [attendance plan](#).
- If no response to meeting request / no improvement in attendance post meeting

- Send [Letter #3 - SLT](#) delivered by attendance service (HOL to prep and print and give to attendance services)
- SMT consults with attendance service over next steps
- No improvement after attendance service intervention
 - [Letter #4 - SLT - Under 16](#) Delivered by Police (Wendy to prep and print)
 - OR [Letter #4 - SLT - Over 16](#)

Our Attendance Management Plan sets out

- Why attendance is a priority for our school
- Legal requirements about attendance
- Our expectations of students, parents and our school staff

This includes • How we manage attendance in our school

- How we identify concerning attendance
- How we respond to absences at different thresholds
- How we monitor and review the impact of our actions
- How we give the Board assurance that the school is managing attendance effectively

Explained and Approved Discretion.

When a student needs to be away from school for more than 5 days this is considered by the MoE as non-attendance regardless of the reason.

Schools can consider thresholds for discretion before sending attendance letters.

	Discretion	Limitations
Family Emergencies	Include travel to and from as well as time needed to address the emergency	Holiday during the time before or after the obligations.
Bereavement	Include travel to and from as well as time needed to pay respects to the deceased	Holiday during the time before or after the obligations.
Bus Breakdown / Accident / Road Closure/ Extreme Weather Events	Until such times as other arrangements can be made.	More than 5 days unless the accident has impacts of health.
Regional / National Sports / Culture / Arts Representation	Travel to and from the events including the period of the event.	Holiday during the time before or after the event.
Wellbeing / Transition Plan	As discussed with the YLT, whanau, counselling (if appropriate) and any engaged external agencies	Developed in isolation of YTL.
Accompanying parents on overseas diplomatic / military postings		

Unjustified Attendance – no discretion.

		Code
Truant	Student is absent without explanation or permission from a parent / caregiver	T
Not approved		

bereavement, bus breakdown, accident, road closure or extreme weather conditions

Letters

Email #1 - Linc Teacher (Kamar template - Sent at 5-9 days)

Automatic

Tēna koe

Re: <fullname>

I hope this letter finds you well.

<first> has been absent for <term2days> days so far this term. <first>'s overall attendance rate is <hdp>, and <term2> for this term. <hdu> of <first>'s attendance has been recorded as unjustified.

The Ministry of Education has set the standard for regular attendance at 90%. Regular attendance will have such a positive impact on <First Name>'s learning, so I am really keen to help <him> reach that target.

If there is anything we can do to help <First Name> to return to full attendance please let me know.

The best way to make contact me is by via <tutoremail>. You can also send me an email asking me to call you.

Ngā mihi,

<tutorname>

Linc Teacher <tutoremail>

Email #1 – Medical Email - Linc Teacher (Kamar template - Sent at 5-9 days)

Manual send

Please record that you sent this email in KAMAR

Kia ora Mr and Mrs <surname>

Re: <student full name> <Linc>

I noticed in recent attendance monitoring that <First> has had a number of absences from school for medical reasons.

Can you give me a time to contact you by phone please? I'd like us to work together to support <first> over the time of <his> medical absences to ensure that the effect on learning is minimised.

We also ask, if this is likely to continue, please provide a medical certificate, this also allows school to comply with attendance regulations as set out by the Education and Training Act 2020, I am also happy to meet with you to discuss this further. Please get in touch if you would find this helpful.

Ngā mihi

<Tutorteacher>

<email address>

Email #2 - Dean (Kamar template - Sent at 10-14 days)

Automatic

<Date>

Kia ora <salutation>,

RE: <First Name> <Last Name>

Unfortunately, <First Name> has been absent for <absentinterm> days this term. Currently, <absent%> of <First Name>'s absences are recorded as unjustified. <His> attendance for the year is <yearabsence%>.

The Ministry of Education defines regular attendance as 90%. We are concerned about the effect of absences on <First Name>'s learning. I would very much like to meet with you to make a plan together to improve <First Name>'s attendance.

Please or contact me on me on 03 325 2121 or via <TeacherEmail> to arrange a time. Email is probably your best bet.

Ngā mihi,

<Teacher>

Dean

Email #2 – Medical Email - Dean (Kamar template - Sent at 10-14 days)

Manual send

Please record you sent this letter in KAMAR

Tēna koe

Re: <First Name> <Last Name>

I notice that <First Name> has been absent xxxxxx this term, mostly for medical reasons.

Can you give me a time to contact you by phone please? I'd like us to work together to support <first> over the time of their medical absences to ensure that the effect on learning is minimised.

If you foresee this pattern of medical absences continuing, we can discuss wider supports that are available for <First Name>.

Nga Mihi

<tutorname>

Dean

Email #3 - SLT (Kamar template - Sent at 15+ days)

Automatic

<Date>

Kia ora <Parents>

RE: <First Name> <Last Name>

Despite our best efforts, <First Name>'s attendance has not made a significant improvement. . So far this term <First Name> has been absent for xxxxx days . Our attendance records show that they were absent for <Merge 1> half days in term one and <Merge 2> half days in <term 2>. Currently their attendance stands at <Merge 3>% with <Merge 4>% recorded as unjustified.

It is important for students to attend school to set them up for success and they are legally required to attend school every day. We need your help to make sure students attend and engage in learning from when they first start school.

It is really important that <First Name>'s attendance improves because as it stands, their ability to progress with the curriculum or be awarded national qualifications (NCEA credits) is at risk. When completing assessments, students must be in class enough that we can be sure their work is their own.

We've already had a kōrero with you about <First Name>'s attendance on XXXXX, Unfortunately, things haven't improved enough. We have now referred <First Name>'s case to the attendance service who will be in touch. Their role is to support you to get <First Name>

moving towards regular attendance.

Ngā Mihi
<Teacher>

Email #4 - SLT (Kamar template – Under 16)

Manual Send

<First Name> <Last Name> <Tutor>

Kia ora <Salutation>

This is to inform you that <First Name>'s attendance now stands at <Merge 1> % with <Merge 2>% recorded as unjustified. The actions taken by the school have not led to sufficient improvement.

<First Name> has been absent for <Merge 3> half days this term and <Merge 4> half days in <term>. The Ministry of Education classifies <First Name>'s attendance as chronic absence.

This letter is to inform you of your legal obligation to ensure that <First Name> attends school regularly (90% of the time) and request that <First Name> returns to regular attendance immediately. The school has been in contact with you on the occasions listed below to discuss these on going absence and to support <First Name> in getting <his> attendance back on track. The attendance service has also been involved to support yours and the school's effort to improve <First Name>'s attendance.

Details of emails/letters and meetings to date. See KAMAR

Section 36 of the Education and Training Act requires a student to attend Lincoln High School whenever it is open while section 244 provides that a parent commits an offence if they do not attend as required by section 36.

If there are insufficient improvements by (date) the board will be forced consider the appropriate next steps available which may include a referral to the Ministry of Education to consider prosecution for irregular attendance under section 244 of the Education and Training Act 2020. This is a step that we want to avoid. Please contact the principal Adrian Fastier (principal@lincoln.school.nz) as soon as possible with any questions you may have.

Ngā Mihi
<Teacher>

Email #4 - SLT (Kamar template – Over 16)

Manual Send

<First Name> <Last Name> <Tutor>

Kia ora <Parents>

This is to inform you that <First Name>'s attendance now stands at <Merge 1> % with <Merge 2>% recorded as unjustified. The actions taken by the school have not led to sufficient improvement.

<First Name> has been absent for <Merge 3> half days this term and <Merge 4> half days in <term>. The Ministry of Education classifies <First Name>'s attendance as chronic absence.

The Board of Trustees expects <First Name> to attend school regularly (90% of the time) and request that <First Name> returns to regular attendance immediately. The school has been in contact with you on the occasions listed below to discuss these on going absence and to support <First Name> in getting their attendance back on track.

Details of emails/letters and meetings to date See KAMAR

Our major concern is that because <First Name>'s attendance is such, that we may not be able to authenticate work completed towards NCEA. If this proves to be the case assessments completed during periods of chronic absence cannot be used as evidence of having achieved the standard required and will therefore be marked as not achieved.

Please contact Adrian Fastier (principal@lincoln.school.nz) as soon as possible with any questions you may have.

Ngā Mihi

<Teacher>