



Zayed College for Girls

# Zayed College for Girls Attendance Management Plan

## 1. Purpose and Principles

At **Zayed College for Girls**, our vision is to nurture young women to grow in **knowledge, character and faith**, enabling them to thrive in both this world and the Hereafter. Regular attendance is essential for academic success, wellbeing and a strong sense of belonging within our school community.

This Attendance Management Plan (AMP) outlines how we identify, respond to and support student attendance, in alignment with the Ministry of Education's **STAR (Stepped Attendance Response)** framework.

### Principles:

- **Tarbiyah (Holistic Development):** Nurturing the whole child—spiritually, academically and emotionally.
- **Strong Relationships:** Building respectful partnerships between students, families and staff.
- **Early Intervention:** Acting promptly to identify concerns and remove barriers to attendance.
- **Equity and Care:** Responding with compassion, flexibility and cultural understanding.
- **Partnership with Whānau:** Working together to support each student's success.

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## 2. Recording and Monitoring Attendance

- Teachers mark attendance using the school SMS (Kamar) every period excluding interval, lunch and Salat (unless required)
- Administration staff monitor attendance daily and follow up on unexplained absences within the same day through:
  - Automated text messages
  - Phone calls
  - Emails

- Emergency contacts if necessary
  - Attendance data is reviewed:
    - Weekly by the Attendance Officer and Assistant Principal Pastoral (APP)
    - Twice per term by the Board
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### 3. Communication with Parents/Caregivers

- Parents/caregivers notify absences via phone, email or the Skool Loop app.
  - Staff maintain regular, positive communication with families throughout the term.
  - All communication is recorded in Kamar.
  - Translators or cultural support are used where needed to ensure clear communication.
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### 4. STAR-Aligned Thresholds and Escalation Framework

Zayed College for Girls follows the **STAR (Stepped Attendance Response)** model:

- **Tier 1 (≤5 days absence):**  
Administrator contacts whānau and records communication in Kamar.
- **Tier 2 (6–10 days absence):**  
Attendance Officer contacts whānau.  
Early support and strategies are put in place.
- **Tier 3 (11–15+ days absence):**  
Attendance Officer arranges a whānau hui to develop a support plan with the support of the APP and LSC.  
Referral to Attendance Service may be considered.
- **Tier 4 (20+ days absence):**  
Formal referral to Attendance Service and case management.  
School provides documented evidence of interventions and support.

### 5. Interventions and Support Strategies

Support is tailored to each student and may include:

- Pastoral care and wellbeing check-ins
  - Academic mentoring and engagement programmes
  - Uniform or resource support
  - Attendance recognition and incentive systems
  - Practical support for families (transport, referrals, guidance)
  - Connection to Islamic values to strengthen purpose and motivation
  - Individualised attendance plans
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## 6. Referral Pathways and Multi-Agency Collaboration

Where required, the school may work alongside external agencies, including:

- Attendance Services
- Oranga Tamariki
- Health and counselling providers
- Community and social support services

All referrals and documentation comply with the **Privacy Act 2020**.

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## 7. Roles and Responsibilities

- **Principal:** Approves and reviews the AMP; monitors attendance data.
- **Assistant Principal Pastoral:** Oversees implementation; liaises with external agencies where required
- **Attendance Officer:** Monitors data, leads interventions, and supports staff.
- **Admin Staff:** Manage attendance systems, coding and daily follow-ups.
- **Teachers:** Monitor attendance daily and communicate with the Attendance Officer.
- **Parents/Caregivers:** Notify absences and engage with the school when concerns arise.
- **Students:** Attend regularly, take responsibility and communicate any challenges.

## 8. Documentation and Monitoring

- All attendance records, communication logs and meeting notes are securely stored.
  - Reports to the Board include:
    - Attendance rates
    - STAR tier tracking
    - Intervention outcomes
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## **9. Publication and Review**

The updated and reviewed Attendance Management Plan will be published on the school website by **Term 1, 2026**, and reviewed annually by the Board or earlier if Ministry of Education requirements change.