



## Attendance Plan

**Attendance Goal:** 90% attendance each week, 80% of students attending regularly

### Daily Attendance Procedures

- Morning Absences: The office will text families who have not notified the school of their child's absence by 9:30 am. If there is no response by 11:00 am, a follow-up phone call or email will be made.
- Attendance Monitoring: Student attendance will be regularly discussed at assemblies and in classrooms. Individual students may be spoken to as required.
- Leadership Team Responsibilities: The senior leadership team will track weekly attendance trends and monitor student attendance against Ministry of Education (MOE) expectations during their weekly meetings.
- Reporting Unexplained Absences:
  - The Office Manager will inform the Deputy Principal or Principal if a student has five or more unexplained absences in a term.
  - The Office Manager will also notify the Deputy Principal or Principal if a family has not made contact with the school, nor has the school been able to contact the family for three consecutive days regarding a student's absence.
    - An immediate referral will be made to Franklin Attendance Services.
  - In both cases, the Principal will make contact with the family or whānau.
- Frequent Explained Absences: The Office Manager and Classroom Teachers will notify the DPs or Principal of any student with more than three explained absences so that further action can be taken if necessary.

REGULAR ATTENDANCE	MODERATE ATTENDANCE
<p><b>WHAANAU RESPONSIBILITY</b></p> <ul style="list-style-type: none"><li>• Contact school to report and explain the absence (email, text or voice message) before 9.15am.</li><li>• Provide a medical certificate if sick for 3 days or more.</li></ul> <p><b>School Responsibilities</b></p> <ul style="list-style-type: none"><li>• Contact the family by message/phone if we have not been notified of the reason for a student's absence.</li><li>• Regularly discuss attendance with the school community, include periodically in the school newsletter.</li></ul> <p><b>Board Responsibilities</b></p> <ul style="list-style-type: none"><li>• Ensure the school is open for instruction the required number of days.</li><li>• Monitor school use of teacher-only days.</li><li>• Track attendance trends in the Principal's Report each month.</li><li>• Support the school to improve attendance outcomes.</li></ul>	<p><b>Whānau Responsibilities</b></p> <ul style="list-style-type: none"><li>• Ensure the student returns to regular attendance.</li><li>• Contact the school daily to report and explain a student's absence.</li><li>• Contact the school if support is needed to improve attendance.</li><li>• Support the student in catching up on any missed learning.</li></ul> <p><b>School Responsibilities</b></p> <ul style="list-style-type: none"><li>• The Deputy Principal will work with the Office Manager to monitor student attendance and report any students of concern to the Principal at their Leadership Team meeting.</li><li>• The Principal will contact the family to discuss the student's attendance.</li><li>• If a trend of unexplained absences occurs, the Principal will seek to meet with the family. This meeting will be followed up with a formal email.</li><li>• The school will also talk to the student about their attendance.</li></ul>

IRREGULAR ATTENDANCE Absent 11- 15 days per term	CHRONIC ATTENDANCE Absent 16 or more days per term
<p><b>Whānau Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure the student returns to school and meets the attendance expectation.</li> <li>• Meet with the Principal or Deputy Principal to discuss ongoing absences and create a support plan.</li> <li>• Implement the strategies from the support plan at home.</li> </ul> <p><b>School Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Send a formal letter to parents regarding attendance concerns.</li> <li>• Escalate the matter to Franklin Attendance Services if required.</li> <li>• The Principal and/or a representative from Franklin Attendance Services will meet with parents to develop a support plan.</li> <li>• Utilise in-school resources to support the family and remove any barriers to attendance.</li> <li>• Talk to the student about their attendance; this may be done by a teacher, SENCO, or other support staff.</li> </ul> <p><b>Ministry of Education (MOE) Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Facilitate a multi-agency response and support the school in improving student attendance after applications have been raised.</li> <li>• Support schools in finding and accessing necessary resources.</li> </ul>	<p><b>Whānau Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure the student returns to school and meets the attendance expectation.</li> <li>• Meet with the Principal or Deputy Principal to discuss the reasons for ongoing absences and work together to create a support plan.</li> <li>• Implement the strategies from the support plan at home.</li> <li>• Meet regularly with the Principal or Deputy Principal to review the support plan and discuss attendance requirements.</li> </ul> <p><b>School Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Send a formal letter to parents regarding concerns about their child's attendance.</li> <li>• Implement and monitor an individual attendance improvement plan for the student.</li> <li>• Use in-school resources to support the family and remove any barriers to attendance.</li> <li>• Engage with the Pukekohe Community Constable and/or Franklin Attendance Services to develop a multi-agency approach.</li> <li>• Communicate with the Ministry of Education (MOE) regarding prosecution when appropriate.</li> <li>• Un-enrol students who have not returned to school after 21 consecutive school days without a justified explanation.</li> <li>• Talk to the student about their attendance; this may be done by a teacher, the Special Educational Needs Coordinator (SENCO), or another support worker.</li> </ul> <p><b>Ministry of Education (MOE) Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Facilitate a multi-agency response and support the school in improving student attendance after applications have been raised.</li> <li>• Support schools in finding and accessing necessary resources.</li> <li>• Provide direct support to parents and coordinate the regional response when required.</li> </ul>

90% ATTENDANCE	Average 4 days absent a term (19 days a year)
80% ATTENDANCE	Average 9 days absent a term (38 days a year) 2 weeks away a term
70% ATTENDANCE	Average 14 days absent a term (58 days a year) 3 weeks away a term
60% ATTENDANCE	Average 19 days absent a term (77 days a year) 4 weeks away a term

# ATTENDANCE REPORTING, STAFF ENGAGEMENT, & INCENTIVES

## Reporting to the Board

- The Principal will include a monthly attendance report in the Principal's Report for each Board meeting.
- The Board will review attendance trends and support the school in implementing its attendance plan.

## Staff Awareness and Engagement

- Attendance data, including the termly Attendance Matters Report and internal tracking information, will be shared with staff throughout each term.
  - Communicated via weekly emails and discussed at whole staff meetings or team meetings as needed.
- Teachers may be invited to attend family meetings regarding student attendance when possible.
- Teachers will be informed whenever an attendance meeting or communication has occurred with a family.
- Staff are expected to reinforce the importance of regular attendance with students whenever necessary.

## Attendance Incentives

- Certificates: Students with 100% perfect attendance for a term will receive an Excellent Attendance Certificate at the end-of-term assembly. Students with 95%-99% Will receive an Amazing Attendance Certificate. Special Super Progress Certificates will be given for students with the biggest improvement.
- School Representation: A minimum attendance rate of 85% for the term is required for students to be eligible to represent the school at sporting, cultural, or performance events. Principal discretion can be applied depending on reasons for absence.

## Supporting Documents and Systems

Attendance Tracking Doc  
Whanau Points Sheet  
Attendance policies and procedures  
eTap (Student Management System), including termly attendance letters  
Education and Training Act 2020  
Ministry of Education (MoE) - Stepped Attendance Response (STAR)