

# Attendance Management Plan and supporting STAR procedures

## Strategic Priorities

At WGC we recognise that regular school attendance is important for students to reach their educational potential, which ties in with our strategic goals to foster student wellbeing, maintain culturally sustainable practices and to offer a curriculum that meets their needs.

## Board responsibilities

The Board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

The Board will comply with the provisions in the legislation in relation to student attendance by:

- having a commitment to support students' return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing this attendance management plan on the school's website.

## Principal responsibilities

The Principal / Deputy Principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded to and actions taken recorded aligned with the thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance
- report to the Board on any trends, barriers to attendance and interventions being used to support student attendance.

## Procedures/supporting documentation

Attendance Management Procedure - Stepped Attendance Response (STAR) See below

## Monitoring

The SMT will maintain reporting of daily attendance data.

The Board will receive termly attendance reporting - including information provided by the Every Day Matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the Board's consideration.

## Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Reviewed:

Next review:

# Attendance Management Procedure- Stepped Attendance Response

We recognise the importance of regular attendance to help our students achieve their educational potential.

Our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and respond to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff and external agencies, where necessary to improve our levels of student attendance.

## Parent/Whānau responsibilities:

Parents and guardians have legal obligations to ensure their children attend school. We expect parents/guardians to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments and trips outside school hours or during school holidays where possible
- Work with the school to manage attendance concerns
- Reinforce good attendance habits

## School responsibilities

- Clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- Communicate with parents what steps the school will take if the student is absent from school
- Monitor student attendance
- Provide students with regular updates on their own attendance
- Have attendance data available to parents/guardians for their child via the school portal

## School Procedures

The Principal will appoint staff and delegate duties, to manage the recording of electronic student attendance via the school SMS and the follow-up procedures for non-attending students.

The Attendance Officer will support teachers to maintain accurate up-to-date attendance information.

Classroom/ Wānanga teachers are responsible for recording student attendance to their class each period.

Wānanga teachers are responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will monitor and follow up on lateness and other attendance issues, referring students to follow up with classroom teachers if they think an error has been made. Wānanga teachers will inform parents of initial attendance concerns.

Deans are responsible for monitoring overall student attendance for their respective groups, ensuring that parents are informed of ongoing attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Parents will receive an email notification if their child reaches any of the four STAR thresholds automatically through our SMS system. They will also be notified via the Wānanga teacher / dean if there are other attendance concerns.

Outside agencies will be used as appropriate to support attendance.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by the pastoral team / SMT termly to review outcomes and effectiveness of these interventions.

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in Kāmer. The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Ave Wilson.



## Individual Student Attendance activities

### Individualised student responses to absence thresholds

<p><b>Less than 5 days absence in a school term</b></p>	<p><b>Parents/Guardians</b></p> <p>Caregivers are notified if students have an unexplained absence that day via our 10am daily message, and are able to see student attendance live via the Portal.</p> <p>Caregivers are expected to contact the school to notify us of any planned or medical absences.</p>	<p><b>School</b></p> <p>Wānanga teachers, deans and classroom teachers follow up reasons for absences with students and caregivers as needed.</p> <p>Daily absence message will be sent out for students with unexplained absences at around 10am each day.</p> <p>Classroom teachers will take attendance at the start of each lesson.</p>	<p><b>Ministry of Education</b></p> <p><b>Attendance Service</b></p> <ul style="list-style-type: none"> <li>Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes:             <ul style="list-style-type: none"> <li>agreeing changes to be made,</li> <li>addressing some unmet basic needs impacting on attendance, and</li> <li>referring students to other services as necessary</li> </ul> </li> <li>Collaborate with schools so that             <ul style="list-style-type: none"> <li>they remain engaged as plans are developed and implemented, and</li> <li>they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn</li> </ul> </li> </ul>
<p><b>Up to 10 days absence in a school term</b></p>	<p><b>Parents/Guardians</b></p> <p>Caregivers will be notified via our SMS system that students have reached this STAR threshold.</p> <p>Caregivers are expected to contact the school to notify us of any planned or medical absences.</p>	<p><b>School</b></p> <p>Wānanga teacher / dean will receive a notification that student has reached this STAR threshold.</p> <p>Wānanga teacher to contact caregivers via email template. If this is not the first time student has reached this threshold, make phone contact.</p> <p>Wānanga teacher discuss impact on learning and help student make a plan to catch up.</p> <p>Wānanga teacher and dean to discuss if further steps are needed to prevent future absences (if needed).</p> <p>Record actions on Kamar Pastoral.</p>	
<p><b>Up to 15 days absence in a school term</b></p>	<p><b>Parents/Guardians</b></p> <p>Caregivers will be notified via our SMS system that students have reached this STAR threshold.</p> <p>Caregivers are expected to contact the school to notify us of any planned or medical absences.</p> <p>Caregiver requested to come in for hui if needed.</p>	<p><b>School</b></p> <p>Wānanga teacher / dean will receive a notification that student has reached this STAR threshold.</p> <p>Dean to contact caregivers to find out more information. Request meeting if appropriate.</p> <p>Dean to discuss impact on learning with student and help make support plan as needed.</p> <p>Dean / SMT to discuss if further steps are needed to prevent future absences (if needed).</p> <p>Record actions taken on Kamar Pastoral.</p>	<p><b>Regional and National teams</b></p> <ul style="list-style-type: none"> <li>Facilitate involvement of other agencies</li> <li>Support schools to access other education pathways for a student where appropriate</li> <li>Consider system-wide initiatives for high-risk attendance</li> <li>Reprioritise regional support resources to where most needed/effective</li> <li>Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools</li> </ul>
<p><b>15 days or more of absence in a school term</b></p>	<p><b>Parents/Guardians</b></p> <p>Caregivers will be notified via our SMS system that students have reached this STAR threshold.</p> <p>Caregivers are expected to contact the school to notify us of any planned or medical absences.</p> <p>Caregiver requested to come in for hui if needed and be a part of student support plan.</p>	<p><b>School</b></p> <p>Dean / SMT will contact caregivers to escalate concerns and request a meeting with caregivers and student.</p> <p>Dean / SMT to implement and monitor support plan, if one not already in place. Clear accountability for each step, and follow up if these aren't being met.</p> <p>SMT will request support from Attendance Services or other agencies if required.</p> <p>Record actions taken on Kamar Pastoral.</p>	