



LESS THAN 5 DAYS ABSENCE IN A SCHOOL TERM

- Clear communication to parents on attendance expectations on enrolment, at the start of the school year and each term
The Senior Leadership meets with the caregiver of every child that is enrolled in our school where school and MOE expectations are made very clear
- Communicate to parents what steps the school will take in the event their child is absent from school
The Senior Leadership also communicates the steps to be taken if a child is absent
- Communicate good attendance habits to students and parents
The importance of good attendance is regularly communicated via assemblies, newsletters as well as social media.
- Monitor attendance
The roll is marked twice a day on ETap. ETap will provide analysis reports.
- Communicate to parents about every absence
 - ➔ Texts are sent out daily to parents for unexplained
 - ➔ After 3 consecutive days of being absent, the Class Teacher contacts the caregivers via text, email or phone
 - ➔ If still no response, AP will follow up with a phone call and further investigation
 - ➔ After 5 days of unexplained absence, an Attendance Service Application is done and the Engagement Worker in School (EWIS) steps in to support the school
 - ➔ If the EWIS does not achieve any success, they will refer on to Blue Light
- Maintain contact details of parents
The contact details of the caregivers are regularly updated and a concerted effort is made where caregivers' details have been changed
- Provide students with regular updates on their own attendance
Students are made aware about their attendance percentage and are also encouraged to strive for 100% attendance. Termly emails to caregivers of 100% student attendance to promote regular attendance.
- Report regularly to parents on attendance of their child
Formally report via email each term on attendance
Contact made with parents by teacher after 3 consecutive days of absence
- Use school level approaches to promote good social and learning environment
Our school and staff endeavours to offer a quality education in a safe and happy learning environment.
Their wellbeing is also being looked after by ensuring that they are eating healthy.

UP TO 10 DAYS ABSENCE IN A SCHOOL TERM

- Send formal notification and contact guardian to discuss reasons for absence
Emails are sent to caregivers to schedule a meeting with the DP to discuss the drop in attendance in order to put support in place to remove any barriers there are in getting their children to school
- Support students to catch up missed learning where required
Our teachers are committed to support our students who have missed out on learning due to continued absence
If students are absent for a valid reason due to illness or grief and bereavement, the student can access learning online i.e Google Drive, Writer's Toolbox
- Use in-school resources as appropriate to remove barriers
Our School Social Worker also supports students with attendance and does home visits to find out what the barriers are to their lack of attendance and then tries to help the families with whatever is needed (school uniform, food parcels, transport through outside agencies)

UP TO 15 DAYS ABSENCE IN A SCHOOL TERM

- Send escalated formal notification to parents
Repeated letters are sent out to parents
- Hold meeting to analyse reasons for absence and to collaborate on a support plan
Meeting is held with caregivers to work out a support plan
- Develop and implement a plan tailored to the reasons and circumstances around the child's absence
Plan is communicated to relevant people for implementation
- Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed
 - Social Worker in Schools
 - Breakfast
 - School Lunches
 - Second-hand school uniform
 - Kidscan Shoes

15 DAYS OR MORE ABSENCE IN A SCHOOL TERM

- Send a warning notice and make contact to arrange a meeting with parents.
Warning notice is sent to arrange meeting with parents
- Escalate to multi-agency response
 - SWIS
 - EWIS
 - Blue Light
- Participate in multi-agency response
Appropriate members
- Implement and monitor improvement plan
Senior Leadership

- Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up
 - Oranga Tamariki
 - Section 19 Referral
- Unenrol students who will not be returning to school
 - Students are taken of the roll after 20 consecutive days of absence