

## EVERYDAY

Roll completed in first 15 mins. of each lesson.

Attendance staff check absences messenger (email, voicemail, texts). Teachers refer any whānau notifications received to Attendance staff.

If there is no notification by 11am Attendance staff will follow up with a text to those whānau.

If no response from whānau by the following day, the school will send an email.

If no response from whānau by day 2, the school will mark the absence as 'Truant'.

## ATTENDANCE RESPONSE PLAN

### ALL STAFF

- All share attendance expectations with all whānau including how to communicate absences with the school. This can be accessed on our website. Whānau can use the portal to view attendance.
- Share regular term attendance data with whānau.
- All staff create a welcoming environment for all whānau and ākonga by building positive relationships, establishing reciprocal connections, and ensuring physical spaces reflect a sense of belonging, culture and language.

### EVERY ABSENCE MUST BE EXPLAINED

#### Steps for Explained

1. Enter explanation as a comment in (SMS System)
2. Apply the correct code (See Attendance Code Decision Tree)
3. Record future absences if advised (eg. funeral, holiday, hospital)

#### Steps for Unexplained

1. Text message sent to caregiver
2. If no response by end of day, follow-up email sent following day
3. If still no response mark as T (Truant)

### RESPONSE FOR CONTINUOUS UNEXPLAINED ABSENCES

1-3

1-3 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Attendance Officer contacts Whānau (notes added to KAMAR)

5

5 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Attendance Officer contacts Whānau  
Notes added to KAMAR  
DP Pastoral Care/Kaitiaki/Dean involved

7

7 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Attendance Officer contacts Whānau  
Notes added to KAMAR  
Formal email to be sent  
Pre Attendance West referral meeting considered

10

10 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Relevant student support staff/DP Pastoral Care discuss next steps  
Notes added to KAMAR  
Referral to Attendance West considered

15

15 DAYS CONTINUOUS UNEXPLAINED ABSENCES

DP Pastoral Care, student support staff and Attendance West review  
Notes added to KAMAR

20

20 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Final DP Pastoral Care/student support staff discussion  
Non-enrolment decision made  
Notes added to KAMAR

### RESPONSE FOR NON-CONTINUOUS UNEXPLAINED ABSENCES

5

5 DAYS

Whānau teacher contacts Whānau to discuss increased absences  
Refer to Kaitiaki/student support if extra support is needed

6-9

6-9 DAYS

Whānau teacher/Kaitiaki/Dean contacts Whānau to discuss reasons for absence  
Use in school resources as appropriate to remove barriers  
eg. PB4L/counsellor/student support/  
2<sup>nd</sup> hand uniform

10-14

10-14 DAYS

Kaitiaki/Dean/DP Pastoral Care to hold hui with whānau and identify drivers for these absences  
eg. bullying, anxiety etc.  
Kaitiaki/DP Pastoral Care/Student Support/develop individualised attendance plans to address specific needs and circumstances of student  
Involve student/whānau and relevant school staff in the planning process

15+

15 DAYS OR MORE

DP Pastoral Care makes contact to arrange hui with caregivers  
DP Pastoral Care and Student Support escalates to multi-agency response  
DP Pastoral Care and Student Support participates in multi-agency response  
DP Pastoral Care and Student Support implements and monitors improvement plan