



ATTENDANCE MANAGEMENT PLAN - Stepped Attendance Response

Outcome

To ensure regular and punctual attendance at school for all ākonga and work with whānau to support if absences become a concern.

Procedures

The Tumuaki ensures that ākonga absences are correctly recorded, monitored and followed up.

Expectations and limitations

Attendance Category	Ākonga with	Equivalent	Action
Regular attendance	Over 90% attendance	Absent for fewer than 5 full days	Check in phone call if necessary
Irregular absence	More than 80% and up to 90% attendance	Absent for between 5 and 9 full days across a term	Phone whānau and let them know a letter is coming home noting concerns Contact whānau to offer support Support ākonga to catch up on missed learning
Moderate absence	More than 70% and up to 80% attendance	Absent for between 10 and 14 full days across a term	Phone whānau and let them know a second letter is coming home noting concerns. Meet with whānau to discuss reasons for absence and collaborate a support plan
Chronic absence	70% attendance or less	Absent for 15 or more full days across a term	Send a letter home outlining interventions that will take place (Tumuaki) Meet with whānau Refer to North Otago Attendance Service Un-enrol ākonga who will not be returning to school
Lateness	Regular lateness	Arrives late consistently over a 3 week period	Tumuaki Tuarua will phone home to see how we can support punctual arrival.

School Expectations

- Tamariki who are unwell are not expected to attend school.
- Kaiako will mark the attendance register twice daily - first thing in the morning and immediately after lunch.

- Whānau will notify the school **before 9am** of their child's absence or as early as possible by - phoning the school, using our website or using the Skool Loop app.
- The Office Manager will check the attendance register for absences as soon as possible after 9am.
- The Office Manager will contact whānau by phone to follow up unexplained absences.
- If the Office Manager is absent Tumuaki Tuarua will follow absences up.
- The Office Manager will ensure that attendance codes are marked correctly in the SMS system.
- The Tumuaki Tuarua will monitor weekly attendance reports and phone whānau with any concerns.
- The Tumuaki Tuarua will work with whānau to support attendance as noted in the above table.
- The Tumuaki Tuarua will record any contact or intervention in the SMS system.

Whānau Expectations

- Ensure tamariki attend school every day that they are able.
- Reinforce good attendance habits.
- Notify the school in a timely manner if your child is going to be absent.
- Follow the school attendance policy and procedures.
- Support your child to catch up on missed learning.
- Engage with any supportive interventions put in place.
- Phone or send a note with your child if they need to leave the school during the day.

Supporting Documentation

- Attendance Management Plan
- Education and Training Act 2020