

Te hātepe urupare ki te taetae kura

Stepped attendance response - STAR

Every Day Counts
Every Class Counts
Every Student Counts

Less than 5 days absence in a school term

Parents/Guardians

- Ensure their child/children attend school whenever it is open and they are able.
- Meet their obligations to inform the school of their child/children's absences and/or requests for leave.
- Support the shared goal of regular, on time attendance as a foundation for student success and wellbeing.
- Reinforce good attendance habits and support other parents to reinforce good attendance habits
- Open communication with school
- Follow school attendance management plan, policy and procedures.

School

- Clear communication to parents on attendance expectations in enrolment form and each term via school website and newsletters
- Communicate to parents what steps the school will take in the event their child is absent from school via school website
- Communicate good attendance habits to students and parents via newsletters
- Maintain contact details of parents
- Communicate absences to whanau via text message daily
- Provide students with regular updates on their own attendance
- Report a weekly attendance summary to whanau/parents via email
- Make formal contact with whanau/parents if a student is absent for two or more days.
- Monitor attendance through form teachers, Deans and AP's.
- School staff will work proactively with students and whanau/caregivers to ensure regular attendance and punctuality.

Up to 10 days absence in a school term

Parents/Guardians

- Work in partnership with the College to address attendance concerns by:
 - Contacting the school to provide reasons for absence
 - Support child/children to catch up on missed learning
 - Attend a meeting at the school to discuss reasons for absence and strategies to support more regular attendance

School

- Send notification of attendance percentage and concerns
- Contact whanau/parents to discuss concerns, reasons for absences and collaborate on a plan to return to regular attendance. This should result in a hui/meeting in-school to address.
- Support students to catch up missed learning where applicable
- Use in-school resources as appropriate to remove barriers e.g. counselling referral, hardship referrals, learning support referral
- Monitor student attendance and update whanau/parents as to progress or decline

Ministry of Education

Attendance Service

- Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes:
 - agreeing changes to be made,
 - addressing some unmet basic needs impacting on attendance, and
 - referring students to other services as necessary
- Collaborate with schools so that
 - they remain engaged as plans are developed and implemented, and
 - they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn

Up to 15 days absence in a school term

Parents/Guardians

- Work in partnership with the College to address any attendance concerns by:
 - Attending meeting/s at the school to discuss reasons for absence and to collaborate on an individual attendance plan
 - Implement strategies at home

School

- Send formal notification to whanau/parents
- Organise and hold a meeting to discuss concerns, reasons for absences and collaborate on a support plan with whanau/parents and student
- Develop and implement an individual attendance plan tailored to the reasons and circumstances around the student's absence
- Use in-school resources as appropriate to remove barriers and request support from external agencies or Ministry as needed
- F/T and Deans are to monitor and check in regularly as to the individual attendance plan

Regional and National teams

- Facilitate involvement of other agencies
- Support schools to access other education pathways for a student where appropriate
- Consider system-wide initiatives for high-risk attendance
- Reprioritise regional support resources to where most needed/effective
- Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools

15 days or more of absence in a school term

Parents/Guardians

- Work in partnership with the College to:
 - Engage in individual attendance and improvement plan
 - Implement the various agreed strategies at home
 - Participate in regular meetings, which may include external agencies

School

- Send escalate formal notification to whanau/parents
- Referral to in-school attendance team
- Targeted monitoring of attendance
- Student liaison and mentor (SLM) assigned
- Weekly check in and support from SLM
- Reengagement plan established with whanau/parent involvement and within school stakeholders
- Make referral to Attendance Services
- Escalate and participate in multi-agency response
- Unenrol students who will not be returning to school or for continual nonattendance
- Request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up.