



Point Chevalier School | Rangi-mata-rau

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is vital for the success and wellbeing of our tamariki. Attending school every day supports our tamariki to build strong foundations for their learning and social development. Regular attendance also promotes achievement success as tamariki can consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that tamariki should be absent for **no more than one day a fortnight** to ensure that they can have continued success at school.

Board responsibilities

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled attend when it is open for instruction (Education and Training Act 2020 s36).

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 is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensuring that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensuring 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](#)

[School Docs](#)

Monitoring

The principal 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](#)

[Student Attendance Guide](#)

[Guidance for Education Professionals](#)

[Guidance for Whānau](#)

Reviewed:

Next review:



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Attendance Management Procedure – Stepped Attendance Response

At Point Chevalier School | Rangi-mata-rau, we recognise that regular attendance at school is crucial for student achievement. The board ensures we meet all legislative and regulatory requirements around student attendance, including recording and monitoring attendance and following up absences and attendance concerns. We expect students and their whānau to work with us to make sure students attend school regularly.

Students are required to attend school whenever the school is open (Education and Training Act, s 36)

Parent/Whanau responsibilities:

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244).

The Parent/Whānau is responsible for:

- ensure students attend every day they are able
- notify the school as soon as possible if their tamariki is going to be late or absent
- arrange appointments or trips outside of school hours or during school holidays where possible
- work with the school to manage attendance concerns
- reinforce good attendance habits
- open communication with the school
- requesting permission for Tamariki to leave during school hours and signing out at the office
- follow the school's attendance management plan and associated attendance policies and procedures.

School responsibilities

The school is responsible for:

- ensuring procedures to record and monitor attendance are in place
- monitor student attendance and identify attendance concerns.
- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- work with tamariki, whānau, staff, and external agencies where needed to identify any barriers to attendance, develop a plan to support attendance and learning, and improve student attendance at our school.
- use Ministry-approved attendance codes to record attendance or absence
- provide attendance records to the Secretary of Education when required

Accurate recording of student attendance ensures all students are accounted for during school hours, EOTC activities, and emergency events, and provides information to help identify and respond to student attendance concerns.

School Procedures

Day to Day Attendance Procedure

Whānau responsibilities:

- whānau must notify the school of their child's absence through the Hero app or by emailing reception@ptchev.school.nz. (Hero is the school's preference).
- if whānau have not notified the school of their child's absence, the office staff will phone, email or text to confirm why their child is not at school. If no contact can be made with whānau, the child will be marked as "T" (Truant – child is absent without explanation or permission from caregiver).
- if a child/ren will be absent during term time, whānau are required to complete the [Term-Time Absence Intentions Form](#), return the form to the office or email reception@ptchev.school.nz. The form will be checked by Senior Leadership and returned to whānau via email, showing whether the absence will be justified or unjustified. If it is unjustified, whānau will be sent a letter outlining why.
- whānau can view their child's attendance data via Hero

Kaiako Responsibilities:

- electronic roll on Hero to be taken by the Kaiako **BEFORE** 9.00am. If the electronic roll cannot be accessed a paper roll will be completed and returned to the office.
- any tamariki who arrives late to school is to report to the office and sign in late on the Vistab system.
- afternoon roll must be taken **BEFORE** 2.05pm.
- refer any whānau emails or communication regarding a child's attendance should be referred to the office.
- communicate any concerns about attendance to whānau and Deputy Principal/LSC

Admin (Office) Staff Responsibilities:

- check the emails and take phone calls of absences in the morning.
- check all classes' attendance on HERO from 9.00am.
- any children marked with a ? are followed up by the Office staff via: phone call, email and/or text message to the whānau.
- update the absence with the appropriate code on Hero.
- check the afternoon roll from 2.05pm.
- use ministry approved attendance codes to record student attendance can be viewed on the Ministry of Education [website](#).

Tumuaki Responsibilities:

- appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non- attending students.

Tumuaki Tuarua/Learning Support Coordinator Responsibilities:

- check school wide attendance data every 5 weeks to look for patterns of attendance and how specific interventions are being used.
- Record steps taken to support regular attendance for individual children on Hero.
- communicate attendance concerns with whānau and tailor actions to the reasons for absence.
- refer to attendance services or other external agencies when a child meets the threshold

All attendance information can be found on the Point Chevalier School | Rangī-mata-rau [website](#).

School Stepped Attendance Response Activities



Individual Student Attendance activities

Individualised student responses to absence thresholds

Less than 5 days absence in a school term

Parents/Guardians

- Encourage good attendance habits
- Ensure your child attends school every day they are able
- Follow school attendance procedures
- Open communication with the school
- Contact the school via "absences" on Hero, and provide a reason for your child's absence

School

- Encourage good attendance habits
- Communicate to parents/guardians on attendance expectations on enrolment, at the start of the year and each term
- Follow the Attendance Management Plan and Policies
- Monitor attendance daily
- Communicate with parents/guardians about their child's absence daily

Up to 10 days absence in a school term

Parents/Guardians

- Engage constructively with the school to enable your child to return to more regular attendance
- Contact the school via "absences" on Hero, and provide a reason for your child's absence
- Engage positively in supports offered

School

- Make an effort to return the child to regular attendance
- Formally notify whānau of their child's 10 day absence
- Contact the whānau to discuss the reasons for their child's absence
- Monitor child's attendance

Up to 15 days absence in a school term

Parents/Guardians

- Engage constructively with formal notification and attend a meeting with the school to develop an Attendance and Engagement Plan
- Engage and implement strategies agreed on in Attendance and Engagement Plan
- Return your child to more regular attendance

School

- Make every effort to ensure the child can return to regular attendance
- Formally notify whānau of their child's 15 days absence
- Arrange a meeting with whānau to discuss the reasons for absence
- Work collaboratively with the whānau to develop an Attendance and Engagement Plan
- Request support from the Ministry or other external agencies if needed
- Monitor child's attendance

15 days or more of absence in a school term

Parents/Guardians

- Engage constructively with the notice advising of 15 days or more absence
- Attend a meeting with the school to review the current Attendance and Engagement Plan in place
- Support and engage with the Attendance and Engagement Plan
- Attend regular meetings with the school

School

- Make every effort to support regular attendance
- Send whānau a warning notice advising of their child's 15 days or more absence
- Arrange a meeting with whānau to discuss reasons for absence and review current Attendance and Engagement Plan
- Implement and monitor Attendance and Engagement Plan
- Meet with whānau regularly
- Request support from the Ministry or other external agencies
- Undertake school-led prosecution, or request a Ministry-led prosecution, when supports are offered and not taken up
- Unenrol child who will not be returning to school



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

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