



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