Westmere School Attendance Management Plan

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.
Our school currently has

- Term 1 72%
- Term 2 68%
- Term 3 51%
- Term 4

regular attendance and a target of lifting regular attendance to 70% by the end of 2026.

Board Responsibilities

The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.
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 (westmere.school.nz).

Principal Responsibilities

The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensure 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.

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.

Attendance Management Procedure - Stepped Attendance Response

We recognise the importance of regular attendance to help our students achieve their educational potential. Our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and response to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff an external agency, where necessary to improve our levels of student attendance.

Parent/Whānau Responsibilities

- ensure students attend every day they are able
- reinforce good attendance habits
- open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedures.

School Responsibilities

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- communicate to parents what steps the school will take if the student is absent from school
- monitor student attendance
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

School Procedures

The principal will 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.

Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Teachers are responsible for recording student attendance for their class each half day.

Teachers are responsible for maintaining accurate and up-to-date records and supporting the attendance systems. They will also monitor and follow-up on lateness, attendance and other attendance issues.

Senior leaders are responsible for monitoring student attendance for their respective teams, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Parents receive student attendance data via Hero.

Outside agencies will be used as appropriate to support attendance.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by SLT termly to review outcomes and effectiveness of these interventions

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in Hero. SLT meets weekly and attendance is an agenda item. If you have any questions about our Stepped Attendance Response or procedures, please contact our Kylie or Lottie.

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance. Contact parents asap (ideally within 2 school days) and arrange meeting for as soon as possible.

Day-to-day Operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Form teacher Principal Board	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in NE Parent Meeting, Meet the Studio, etc. Work with parents and students, where appropriate. Parents reminded that they must write to the principal to request unjustified absences.
Following up absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents Follow-up daily with parents any unexplained absences	Office Team	Text based reminder to be sent approx 9:30am for all unexplained absences. Follow-up phone calls where necessary.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate	Staff are encouraged to escalate issues according to these procedures.

Less than 5 days absence in a school term	Less than 10 days absence in a school term	Less than 15 days absence in a school term	15 days or more of absence in a school term
Parents | Whānau	**Parents | Whānau**	**Parents | Whānau**	**Parents | Whānau**
Parents will encourage good attendance habits and do their very best to ensure their child/ren attend school regularly during term time. ● Positively reinforce regular attendance with their children ● Open communication with school ● Follow school attendance process ● Contact the school before 9am to report child's absence ● Any request for an unjustified absence must be put in writing to the Principal. ● Absences are unjustified unless the child is too sick to attend school or has suffered a bereavement. ● Keep the school informed of changes to contact details.	Parents will engage constructively with the school to enable their child to return more regularly to school. ● Provide a doctor's certificate for medical absences ● Engage with school leadership ● Engage positively in supports suggested/offered	Parents will engage constructively with formal notification and attend a meeting with the school to develop an Attendance and Engagement Plan. ● Constructively take part in developing an Attendance and Engagement Plan	Parents will engage constructively with the notice advising of 15 days or more absence. Parents will meet with the school and review the plan that is currently in place. ● Supporting the Attendance and Engagement Plan in place ● Attend regular meetings
School | Kura	**School | Kura**	**School | Kura**	**School | Kura**
School encourages good attendance habits. Support will be given to encourage good attendance habits. School will follow our attendance management plan and policies.	School makes an effort to return the child to regular attendance. A formal notification will be made to the parent advising them of the 10 days absence. Contact will be made with the parent to discuss	School makes every effort to ensure students can return to regular attendance. A formal notification will be sent to parents advising of the 15 days absence. A meeting will be organised with the whānau	School makes every effort to support regular attendance. Warning notice sent to parents advising of 15 days or more absence. A meeting will be organised with the whānau to

This will be achieved by:

- Encouraging/supporting regular attendance at school
- Attendance reported through Hero

the absences.
- Look for patterns in data, e.g. absent every Monday
- SLT will make contact with whānau
- 5-week monitoring period
- In-school resources used as appropriate to identify and remove barriers
- Actions recorded on Hero

to discuss reasons for absence.

- Develop an Attendance and Engagement Plan (may include multi agencies)
- Ongoing monitoring
- In-school resources used as appropriate to identify and remove barriers

discuss reasons. A variety of agencies may be engaged to support whānau.
- Attendance and Engagement Plan in place
- Request support from Attendance Services or other agencies
- Monitor support plan