ROSEHILL INTERMEDIATE SCHOOL

Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is vital for the success and well-being 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's Responsibilities

As required by the Education and Training Act 202 (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 the 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 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

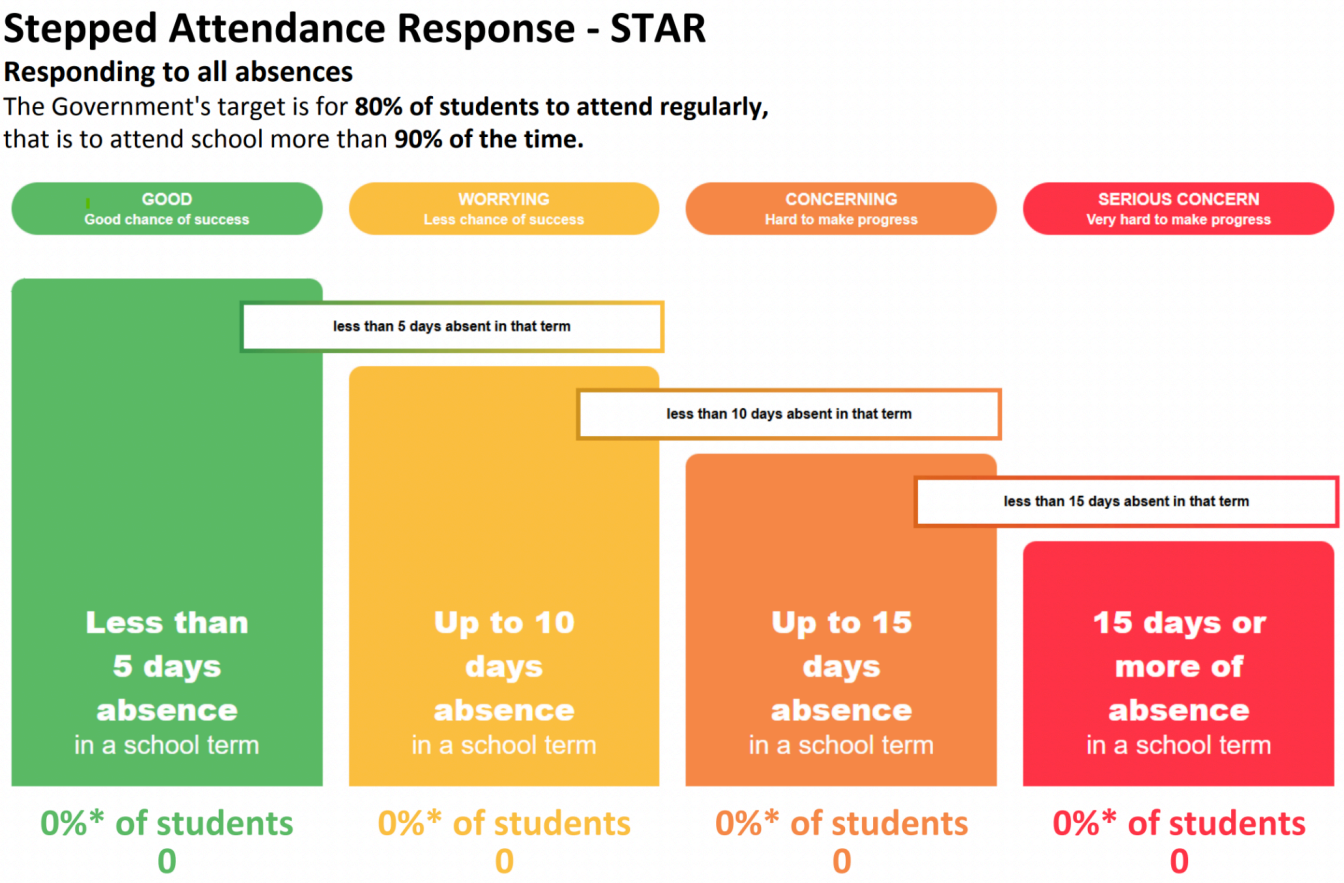
Principal's Responsibilities

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.
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives

Procedures/Supporting Documentation

Attendance management Procedure - Stepped Attendance Response (STAR)- see below



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 (School Attendance) Regulations 2024

Reviewed: December 2025	Next review: December 2028

Attendance Management Procedure- Stepped Attendance Response

What would success look like?

Success would look like an increase in Regular/Good Attendance, whereby more of our tamariki are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made by focusing on these tamariki and whānau with Worrying/Irregular Attendance.

Parent/s'/Whanau Responsibilities

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

- notify the kura as soon as possible if their tamaiti is going to be late or absent
- Arrange appointments or trips outside of kura hours or during school holidays where possible
- Work with us (kura) to manage attendance concerns

School's Responsibilities

Our School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with tamariki and whānau and staff are responsible for reminding our community of these expectations.

School's Procedures

Tumuaki Responsibilities

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

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

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 the pastoral team/SLT termly to review outcomes and effectiveness of these interventions

Teacher Responsibilities

1. Roll to be taken by the Teacher **BEFORE 9.00 am**.
2. Any tamaiti who arrives late to school is to report to the Tari to register that they are late on the Vistab system.
3. Should a student arrive in class after the register has been taken, ask if they have reported to the Office If they haven't, they **MUST** report to the Office
4. Afternoon roll must be taken **BEFORE 1.30 pm**.
5. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
6. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance to inform the Office.

Office Responsibilities

1. The Office Managers check the texts and emails and take phone calls of absences in the morning.
2. The Office Manager checks all classes' attendance on **eTap** from 9.00am.
3. Any children marked with a ? are then followed up by the Office Manager:
    a. a text is sent out to all children who are marked with an ?
    b. When replies are received, the Office Manager updates the absence with the appropriate code.
    c. If no reply is received, the child is marked as Truant.
4. The Office Manager will check the afternoon roll from 1.50pm.

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 student management system.

School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence.

Good Attendance	Worrying Attendance	Concerning Attendance	Very Concerning Attendance
Less than 5 days absence in a school term	**Up to 10 days absence in a term**	**Up to 15 days absence in a term**	**15 days or more absence in a term**
Whānau/Parents & Caregivers	**Whānau/Parents & Caregivers**	**Whānau/Parents & Caregivers**	**Whānau/Parents & Caregivers**
• Ensure the student attends every day they are able • Reinforce good attendance habits • Support other whānau to reinforce good attendance habits • Follow the school attendance management plan and procedures	• Return the student to regular attendance • Contact the school to discuss reasons for absence and the impact on learning • Support the student to catch up on missed learning • Engage in supports offered	• Return the student to regular attendance • Participate in meetings with the school to analyse reasons for absence and to collaborate on a support plan • Implement strategies at home	• Return the student to regular attendance • Engage in a support plan • Participate in regular meetings
Kura/School	**Kura/School**	**Kura/School**	**Kura/School**
• Communicate with whānau about every absence • Maintain contact details of all parents • Provide students with regular updates on their own attendance • Report regularly to whānau on attendance of	• Contact parents to discuss reasons for absence and impact on learning • Support the student to catch up on missed learning where required • Use in-school resources as appropriate to remove barriers, Eg: counsellor,	• Contact parents to escalate concerns • Hold a meeting to analyse reasons for absence and to collaborate on a support plan • Develop and implement a support plan tailored to the reasons and circumstances	• Contact parents to inform of escalated response • Request support from the Attendance Service or other agencies as needed • Participate in a multi-agency response • Maintain implementation

ATTENDANCE TIMELINE – ROSEHILL INTERMEDIATE SCHOOL

PART 1: TEACHERS

1 START OF DAY

9 am ATTENDANCE/ROLL COMPLETED

Attendance completed electronically on eTap using codes provided.

2 STRAIGHT AFTER LUNCH

1:30 pm ATTENDANCE/ROLL COMPLETED

Attendance completed electronically on eTap using codes provided.

3 AFTER 2 DAYS OF ABSENCE

3:00 - 3:15 pm COMMUNICATION

Teacher rings family, where student has been absent for 2 days, without any reason (?). REVISE CODE asap.

4 INFORM OFFICE

ETAP CODE REVISED FOR ABSENCE

Communication with family - unsuccessful:
Email Attendance at the office
attendance @rosehill.org.nz

5 OFFICE CONTACTS PARENTS

eTAP UPDATED

Family contacted by the OFFICE. eTap updated, immediately after.

6 UNSUCCESSFUL COMMUNICATION

CONTACT WITH FAMILY - UNSUCCESSFUL

OFFICE has been unsuccessful in contacting family.
By 9:30 am Friday - students name's handed to SLT.

7 SLT CONTACT PARENTS

SLT CONTACT FAMILY

Friday 9:30 am - SLT will contact family.
If unsuccessful - Names handed to OFFICE. Office will make contact with Truancy Officer.

8 TRUANCY OFFICER

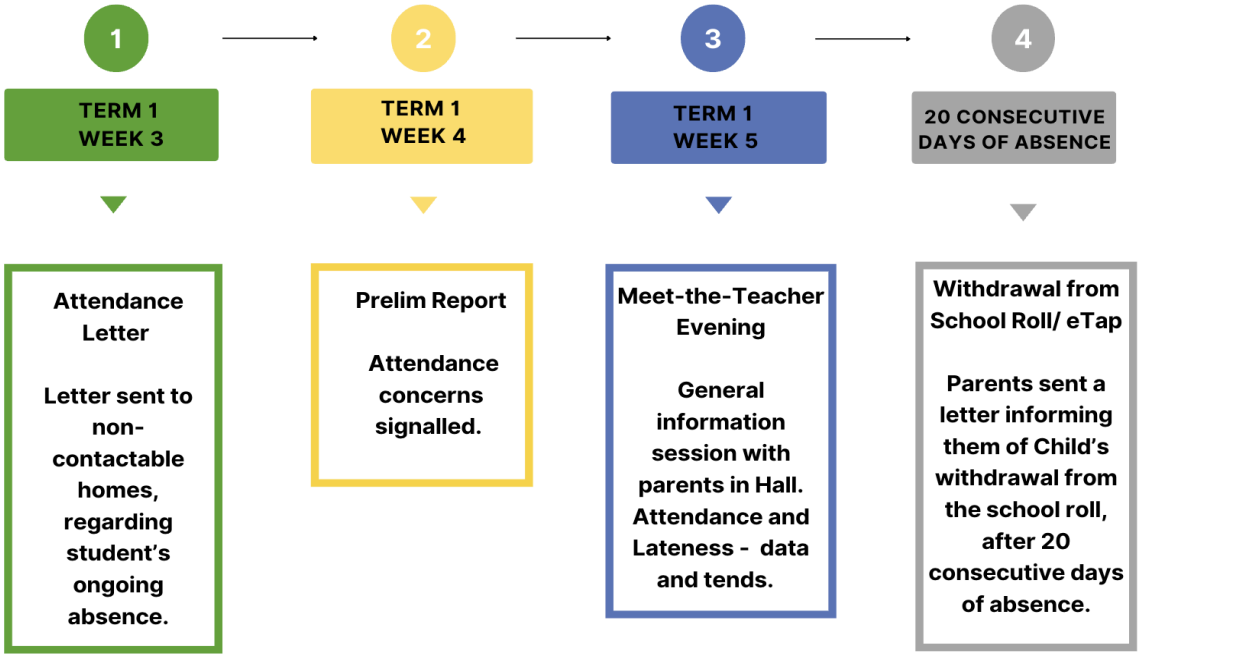
HANDOVER TO TRUANCY OFFICER

After 5 CONSECUTIVE DAYS of Non-Attendance, Truancy Officer contacted.

ATTENDANCE TIMELINE - ROSEHILL INTERMEDIATE SCHOOL

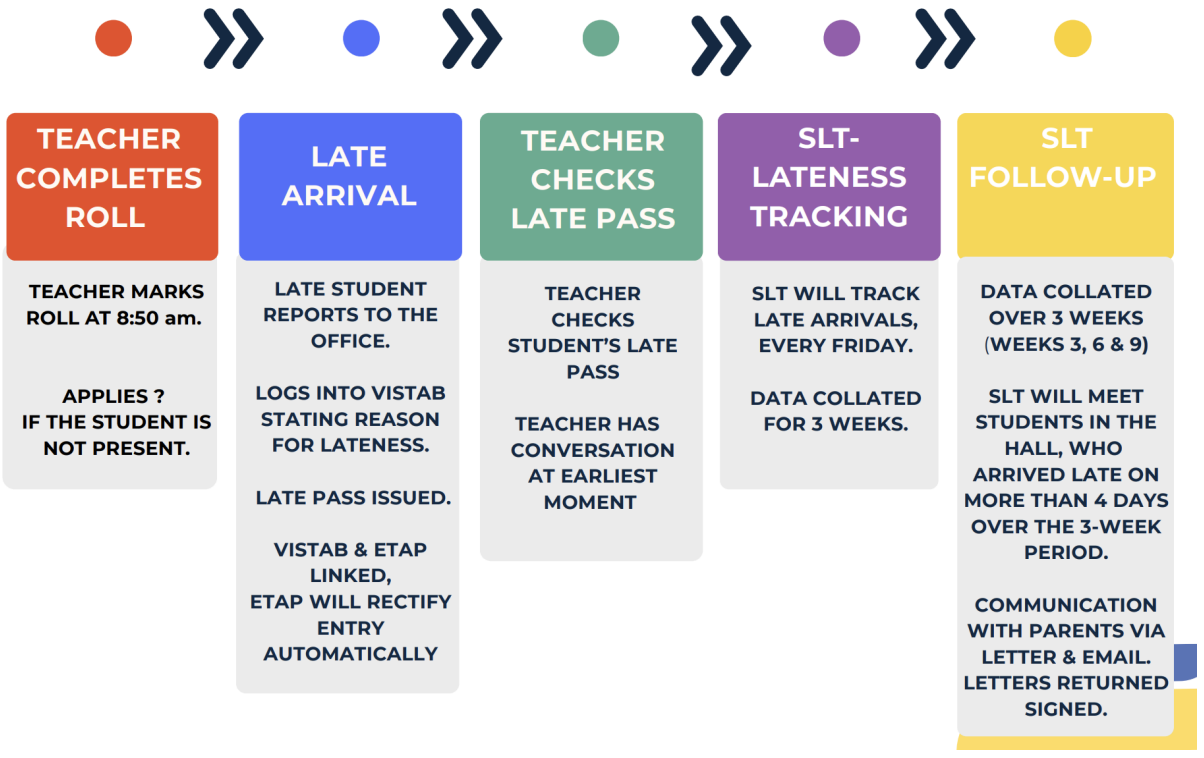
PART 2: SENIOR LEADERSHIP TEAM

(See Part 1 - Teacher & Office Attendance Process)



ATTENDANCE - ROSEHILL INTERMEDIATE SCHOOL

PART 3: LATENESS



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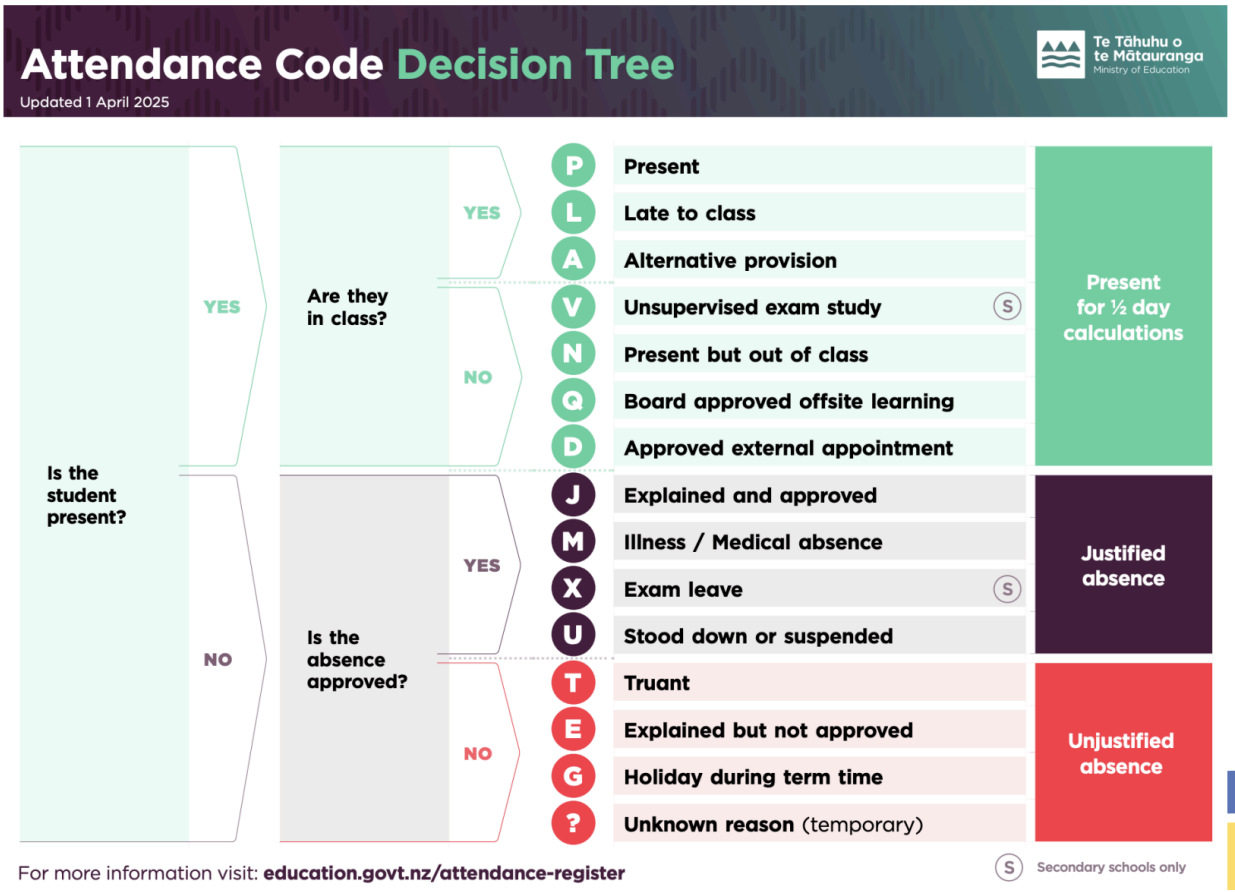
PART 4: ATTENDANCE CODE