

Big Rock Primary School

Policy

Attendance

Aim:

1. Ensure that all children who are enrolled at Big Rock Primary School attend regularly.
2. Follow all legislative requirements on school attendance
3. Have a target of 80% of students attend 90% of the time

Procedures

1. Roll taken via Edge everyday by 9:10 am and 1:20pm (Start of lunch-time)
2. All absences recorded and coded using Ministry of Education Guidelines
3. Parents are able to advise of absences via Skool Loop app, email and phone call
4. When reason for absence is unknown parents/caregivers contacted by phone
5. All parents advised of importance of regular school attendance. Both legally and academically (through newsletter)
6. Parents are advised that regular lateness is treated as truancy
7. Children who are later than 9:30am on a semi-regular basis will be deemed as truant (i.e. once per week)
8. Parents provided with Ministry of Education *Stepped Attendance Response (StAR) (Attached)*
9. The school follows the guidelines and expectations of *Stepped Attendance Response (StAR)*
10. When children are flagged as Yellow (Worrying), Orange (Concerning), or Red (Serious Concern), the principal will engage with families and whānau as per the guidelines
11. Parents advised of normal, acceptable absences (i.e. Illness, funerals, tangi, cultural or religious event)
12. Parents are also advised of what is not considered a justified absence- (i.e. holiday or birthday)
13. When children are absent for a sustained period of time (more than 3 continuous days) Principal contacts parent/caregivers to advise of guidelines and be advised and updated of the child's situation.
14. Termly review of student attendance

Expected Outcome

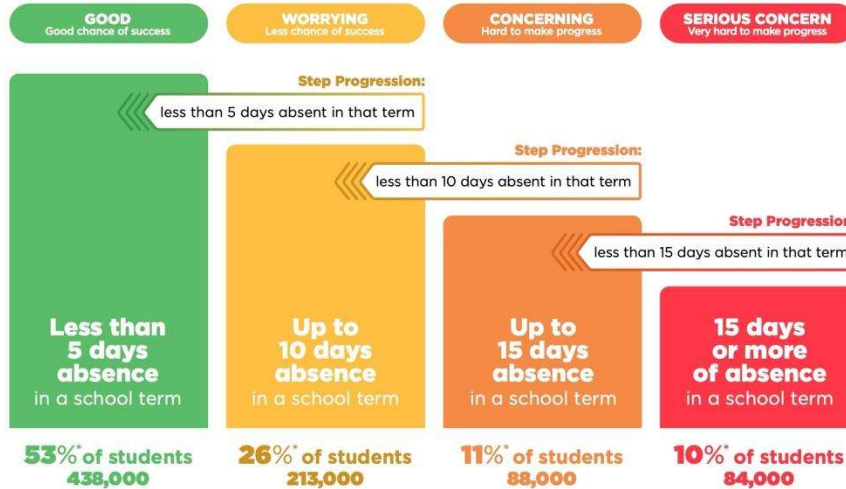
- 80% of children attend school regularly 90% of the time
- High attendance rates supporting excellent achievement rates
- Happy engaged children and whānau

Stepped Attendance Response – STAR

Responding to all absences



The Government's target is for **80% of students to attend regularly**, that is to attend school more than **90% of the time**.



Version 1, January 2025

Stepped Attendance Response – STAR

Responding to all absences



The Stepped Attendance Response (STAR) sets expectations for school, student, parent/guardian, Ministry of Education and broader system responses to student absence.

It provides a series of activities that should be considered when students meet absence thresholds. The actions taken will be tailored to the reasons for absence, for example a student with a chronic illness will require tailored supports for their education.

The activities include considering prosecution for absences if appropriate support is offered and not taken up.

Day-to-day operations

Schools:

- Assess attendance history of new students and share attendance history when students move between schools.
- Survey students and parents to support effective teaching practice and engagement
- School Leadership and Boards actively minimise disruptions to the school day and week e.g. use callback days, parent teacher meetings held after school
- Support students to continue learning if unable to attend school every day, including using Ministry approved well-being or transitional plans, or health schools where appropriate.

Ministry of Education:

- Convene termly meetings for leaders from local schools and relevant agencies to discuss students with serious attendance concerns where a multi-agency response is required
- Prepares templated materials for schools to adapt and use to promote or respond to attendance
- Provide attendance data reports for individual schools and Kāhui Ako
- Provide schools with a regularly updated list of agencies that schools can work with to support students
- Contract supports and services that are effective at returning students to regular attendance (e.g. Attendance Service)

Less than 5 days absence in a school term

PARENTS/GUARDIANS

- Ensure student attends every day they are able
- Reinforce good attendance habits
- Support other parents to reinforce good attendance habits
- Open communication with school
- Follow school attendance management plan and associated policies and processes

SCHOOLS

- Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term
- Communicate to parents what steps the school will take in the event their child is absent from school
- Communicate good attendance habits to students and parents
- Monitor attendance
- Communicate to parents about every absence
- Maintain contact details of parents
- Provide students with regular updates on their own attendance
- Report regularly to parents on attendance of their child
- Support students getting to school
- Use school level approaches to promote good social and learning environment

MINISTRY OF EDUCATION

- Monitor that schools have their attendance policy and attendance management plan on website and it is reviewed as required
- Monitor aggregate data and attendance patterns to identify challenges and opportunities at regional and national levels
- Maintain regular contact with schools and support policy development and interventions/supports
- Support schools to be inclusive and safe

53% of students. 438,000

Up to 10 days absence in a school term

PARENTS/GUARDIANS

- Return student to regular attendance
- Contact school to discuss reasons for absence
- Support student to catch up on missed learning
- Engage in supports offered

SCHOOLS

- Send formal notification and contact parent/guardian to discuss reasons for absence
- Support students to catch up missed learning where required
- Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PB4L

MINISTRY OF EDUCATION

- Support school with formal notification where required

26% of students. 213,000

Version 1, January 2025

Stepped Attendance Response – STAR

Responding to all absences

Up to 15 days absence in a school term

PARENTS/GUARDIANS

- Return student to regular attendance
- Attend meeting at the school to analyse reasons for absence and to collaborate on a support plan
- Implement strategies at home

SCHOOLS

- Send escalated formal notification to parents
- Hold meeting to analyse reasons for absence and to collaborate on a support plan
- Develop and implement a plan tailored to the reasons and circumstances around the child's absence
- Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed

MINISTRY OF EDUCATION

- Identify schools with a significant proportion of students at amber level and offer additional support
- Facilitate multi-agency response and support school to implement and monitor improvement plan
- Promote resources and services to support schools to return students to regular attendance
- Identify and respond to localised barriers
- Monitor regional interventions
- Facilitate involvement of other agencies
- Reprioritise regional support resources to where most needed/effective
- Develop new initiatives/policies if needed
- Support parent/guardian and school to resolve conflict if needed

11% of students. 88,000



15 days or more absence in a school term

PARENTS/GUARDIANS

- Return student to regular attendance
- Engage in improvement plan
- Participate in regular meetings

SCHOOLS

- Send warning notice and make contact to arrange meeting with parents
- Escalate to multi-agency response
- Participate in multi-agency response
- Implement and monitor improvement plan
- Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up
- Unenrol students who will not be returning to school

MINISTRY OF EDUCATION

- Identify schools with a significant proportion of students at red level and offer additional support
- Facilitate multi-agency response and support school to implement and monitor improvement plan
- Provide direct support to parents where required
- Coordinate regional response where required
- Consider system-wide initiatives for high-risk attendance
- Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools
- Work with the Attendance Service to re-enrol students who are not enrolled

10% of students. 84,000

