

The following is some useful information that will hopefully help you become familiar with our school, its routines and ways to support your child attend school on a regular basis, ie 90% of the time. If you have any questions or queries, please do not hesitate to contact the school.

Absences:

Please notify the school each day your child is absent through the HERO App using the Absentee button. If we have not received a note of absence by 9:00am, families will be texted or receive a phone call. If we cannot contact you (after two attempts) your child will be recorded as unjustifiably absent.

The school monitors lateness and absences. Ongoing absences and lateness will be referred to the Attendance Service – they are there to help you get your child to school on time and regularly. Whānau can monitor absences through the HERO app. If you are having trouble getting your child to school on time, talk to their teacher or the Principal, they can sometimes have helpful hints.

Attendance:

All children enrolled at Tisbury School must, by law, attend the school whenever it is open, unless they are unable to attend due to illness, or special home circumstances. (Education Act 1989.)

It is very important to send your child to school regularly, ie 90%+ attendance.

Frequent absence severely reduces children’s progress at school.

AN OVERVIEW OF THE STUDENT ATTENDANCE CATEGORIES

The Ministry has consistently used four Student Attendance Categories to understand how frequently students attend. These categories give you a way to monitor the progress you are making in supporting students to attend regularly.

Student Attendance Categories aim to:

- › Help focus on students’ needs.
- › Make sure interventions are suitable for each category.
- › Enable schools and teachers to monitor the progress of their students.

ATTENDANCE CATEGORY	STUDENT WITH	EQUIVALENT
Regular attendance*	Over 90% attendance	Absent for fewer than 5 days across a term
Irregular absence	More than 80% and up to 90% attendance	Absent for between 5 and 9 days across a term
Moderate absence	More than 70% and up to 80% attendance	Absent for between 10 and 14 days across a term
Chronic absence	70% attendance or less	Absent for 15 days or more across a term

**Note: The Government has set a target of 80% of students to be present for more than 90% per cent of the term by 2030.*

Whānau will be asked to provide a medical certificate, from GP, Nurse Practitioner or Practice Nurse, if their child is sick for more than 5 days in a row, however, if a child has previously been through the attendance procedure process, within the last 6 months, then a medical certificate may be requested after 3 days of absence.

If you are having problems getting your child to school, for any other reason, please contact your child’s teacher.

Your child’s attendance is consistently updated through the school's HERO app. Keep an eye on these for yourself.

Ministry of Education Parent Information Page on attendance

<https://parents.education.govt.nz/essential-information/attendance-every-day-matters/>

THE FOLLOWING PROCEDURES WILL OCCUR AT THE APPROPRIATE STEP OF THE STAR

ATTENDANCE RISKS: Agreed by the board: 11 March 2025

Less than a total of 5 days absent in a term:	Up to 10 days absent in a term:	Up to 15 days absent in a term:	15+ days absent in a term:
<p><u>Parents/Guardians:</u> Ensure your child has good attendance at school.</p> <p>Communicate with the school around attendance.</p> <p><u>School:</u> Communicate attendance expectations. On the school webpage and regularly through the HERO community communication page. (Reminders twice a term – Week 1 and 5)</p> <p>Monitor student attendance: Principal : Daily check to ensure attendance is marked. Admin./Principal: Weekly checking days of non-attendance numbers.</p> <p>Parents/ guardians are advised when attendance is 4 days absent – notice via text. 5+ days notice given via a letter (A). *</p>	<p><u>Parents/Guardians:</u> Return students to regular attendance.</p> <p>Contact the school to discuss the reasons for absence.</p> <p>Engaged in support offered.</p> <p><u>School:</u> Send formal notification letter (B) to family/guardian requesting a meeting to discuss reasons for absence. Attendance Graph provided.*</p> <p>Work with family to overcome barriers.</p> <p>Inform MOE and Attendance Service of this meeting – they may attend if appropriate.</p> <p>Monitor student attendance: Principal : Daily check to ensure attendance is improving.</p> <p>Inform family/ guardians of improvement and encourage them to keep this up.</p>	<p><u>Parents/Guardians:</u> Return students to regular attendance.</p> <p>Attend meetings at school to work out an attendance plan together.</p> <p><u>School:</u> Send escalated formal notification letter (C) to family/guardians. Attendance Graph provided.*</p> <p>Hold a meeting to develop a joint attendance plan.</p> <p>Request Ministry of Education, outside agencies ie Attendance Service. to be part of this meeting.</p> <p>Monitor student attendance: Principal : Daily check to ensure attendance is improving. Follow the plan for non-attendance procedures.</p> <p>Inform family/ guardian of improvement and encourage them</p>	<p><u>Parents/Guardians:</u> Return students to regular attendance.</p> <p>Engage in developing an improvement plan for attendance.</p> <p>Participate in regular meetings, i.e. weekly to start.</p> <p><u>School:</u> Send a warning notice and establish a meeting with whānau/ guardian. *</p> <p>Escalate to multi agency response.</p> <p>Review joint attendance plan, identify barriers and revise joint attendance plan and monitor daily.</p> <p>Ministry of Education and Attendance Service involvement essential.</p> <p>Daily monitoring of attendance – follow the plan if non-attendance happens on a daily basis</p>
<ul style="list-style-type: none"> Letters are sent via the office email with a copy of attendance graph, a text will also be sent advising that an attendance letter has been sent; letter uploaded to student internal administration file on HERO for record. Tracking record on spreadsheet in attendance file on google drive – accessed only by Principal. A text message will be sent when a student’s attendance is nearing the step mark, i.e. if a student is on 4 days absent for the term, a text advising this will be sent. 			

It is important that you contact the school if your child is going to be absent with a valid reason. If you do not provide a valid reason your child will be marked T = truant.

Procedures for families requesting students to leave school before the official end of day.

All parents are to report to the office/administration area to request that they pick up their child before the official end of the school day.

Admin. Staff request that parents sign their child out in the Visitor Book and sign them back in if they are to return to school.

Teachers are required to ask parents if they have been to the office before letting the child leave school.