

# ATTENDANCE MANAGEMENT PLAN

## Purpose

We believe students learn and thrive at their best when they attend school everyday to receive opportunities to engage in, and absorb learning experiences. Wellington SDA School will adopt the STAR framework to:

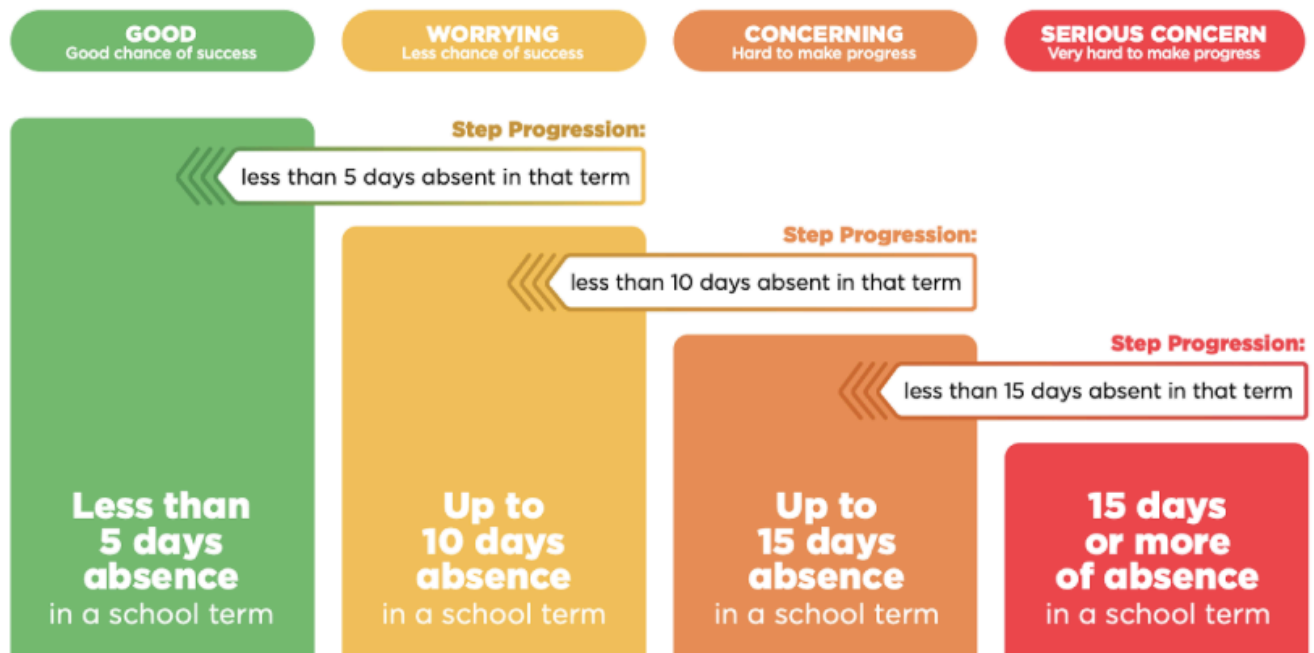
- (1) Systematically monitor and respond to attendance issues,
- (2) Collaborate proactively with students, whānau, the Ministry, and external agencies,
- (3) Support and promote regular attendance (defined as attending more than 90% of the term).

## Target - Attending 90% in a school term

### 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**.



# Responding to Attendance & Absences

## **GOOD - When attending 90% and more of the time**

- This is less than 5 days of absence in a school term.
- Students arrive at school by the first bell at the start of the day.
- Good chance of success.
- School interventions in place to support and celebrate student attendance.

## **WORRYING - When attending less than 90% of the time**

- Up to 10 days absence in a school term.
- Less chance of success.
- The school will contact whānau to express worry about their child's absences.
- A tailored support plan may be developed in collaboration with whānau and the school will continue to monitor attendance.

## **CONCERNING - When attending less than 80% of the time**

- Up to 15 days of absence in a school term.
- It's hard to make progress.
- The school will contact whānau to inform them about the concerning absences and to arrange a further meeting with the school.
- The school will inform whānau about a referral to Attendance Services.

## **SERIOUS CONCERN - When attending less than 80% of the time**

- 15 days or more of absence in a school term.
- It's very hard to make progress.
- The school will make a referral to Attendance Services.
- The school will support Attendance Services.

## Attendance Codes

- P (Present) = Student is in class.
- L (Late) = Student arrives after the first bell.
- M (Medical) = Absent due to illness, including mental health.
- J (Justified) = Approved absence (e.g., bereavement, national representation).
- G (Holiday) = Student is on a holiday during term time.
- T (Truant) = Unjustified, no explanation, or skipping.
- E (Explained/Unjustified) = Reason given but not approved by the school.
- S (School Activity) = Legitimate off-site/on-site activity.
- U (Stand Down/Suspension) = Formal disciplinary action.
- X (Exam Leave) = Offsite study/exams.
- ? (Unknown) = Temporary code for unexplained absence.

It is important whānau contact the school about any absence and reason so that the most appropriate attendance code is entered.

# School Management

The school will use the 'Attendance Procedures' [here](#) to manage school attendance. Teachers will record attendance and lateness in the morning and afternoon. The Office Manager will follow up with students who are absent and record the appropriate attendance code. The Office Manager will regularly review attendance data and identify students within the four categories.

## Celebration & Encouragement of Attendance

### When attending 90% and more of the time - GOOD

- Termly awards - certificates & rewards during school assemblies
- 90%-100% attendance for the year is celebrated at our school special end of year Praise Giving ceremony
- Positive in-class initiatives

### Further Encouragement

- Breakfast is provided each morning before school begins
  - Assembly certificates
  - School activities and trips
  - Class learning opportunities
  - School Cluster Sports
  - Cultural Events
  - Music Lessons
  - Extra play
  - Free choice
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