

Roseneath School Attendance Management Plan (Aligned with STAR)

Purpose: To clearly outline Roseneath School's response to student absence at every level, ensuring timely intervention and support to maximise student engagement and attendance, in alignment with the Ministry of Education's Stepped Attendance Response (STAR).

School Target: To ensure 80% of students attend regularly (more than 90% of the time).

Part 1: Ongoing School Responsibilities (Day-to-day Management)

Area	Roseneath School Procedure
Data & Review	Set Targets: Maintain an annual target of 80% regular attendance. Review Data: Fortnightly review of attendance data by the Principal to identify trends, high-risk students, and monitor intervention effectiveness.
Communication	Expectations: Clearly communicate attendance expectations in the enrolment pack, newsletters (once per term), and on the school website. Procedures: Communicate the procedure for reporting absences (e.g., phone call before 9:00 AM, email to office) and the follow-up steps.
Early Action	Office staff to follow up on all unexplained absences by 10:00 AM on the day of absence via phone call or text.
Transition	New Students: Assess the attendance history of all new students during the enrolment process to identify immediate support needs. Exiting Students: Share relevant attendance history with the receiving school upon transfer.

Internal Support

Utilise internal resources (e.g., pastoral care, alternative activities) to minimise disruptions and address identified barriers to attendance.

Part 2: Individual Student Response by Absence Threshold

Roseneath School's actions will escalate based on the total cumulative days of absence within a single term.

Absence Level (in a term)	Attendance Category	School Action and Response
Less than 5 days (0-4 days)	GOOD ATTENDANCE (Good chance of success)	Communication & Monitoring: 1. Office contacts parents for every unexplained absence. 2. Teachers provide regular positive feedback on attendance. 3. Termly attendance report to parents.

Up to 10 days (5-10 days) **WORRYING ATTENDANCE**
(Less chance of success)

Intervention & Discussion:

1. **Formal Contact:** Teacher/Principal contacts parents/guardians to discuss the reasons for absence and the impact on learning (verbal or email).
2. **Catch-up Plan:** Work with the student/whānau to implement a plan for catching up on missed learning.
3. **In-School Support:** Deploy in-school resources (e.g., teacher check-ins, PB4L support).

Up to 15 days (11-15 days) **CONCERNING ATTENDANCE**
(Hard to make progress)

Collaborative Support Plan & Escalation:

1. **Escalation Letter:** Principal sends a formal letter to parents/guardians to escalate concerns.
2. **Whānau Meeting:** Hold a meeting with parents/guardians, student, and relevant staff (Teacher/Principal) to collaboratively **analyse the reasons** and **develop a tailored Support Plan**.
3. **Implement Plan:** The plan details specific school and home strategies (e.g., staggered start, health referrals).

4. **External Request:** Request support from Attendance Service or other external agencies as needed.

15 days or more (15+ days) **VERY CONCERNING ATTENDANCE** (Very hard to make progress)

Multi-Agency Response & Final Steps:

1. **Formal Notification:** SLT contacts parents to inform them of the escalated, multi-agency response.

2. **Multi-Agency Involvement:** Participate fully in the multi-agency response (Attendance Service, Ministry of Education, other providers).

3. **Monitor Plan:** Maintain rigorous implementation and monitoring of the existing Support Plan.

4. **Legal/Unenrollment:** In cases where supports are offered and not engaged with, the school will consider undertaking school-led prosecution or requesting Ministry-led prosecution, and will unenroll the student if they will not be returning to school.

Part 3: Parent/Guardian Responsibilities

Roseneath School expects parents/guardians to:

- Ensure the student attends school every day they are able.
- Reinforce good attendance habits at home.
- Contact the school before 9:00 AM on the day of absence to explain the reason.
- Engage openly with school staff to discuss reasons for absence and participate fully in any required support plans or meetings.
- Support the student to catch up on missed learning when absences occur.

