



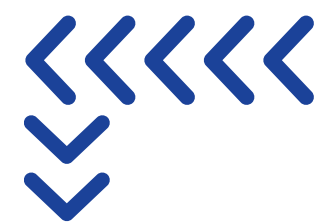
ATTENDANCE RESPONSE PLAN

EVERYDAY

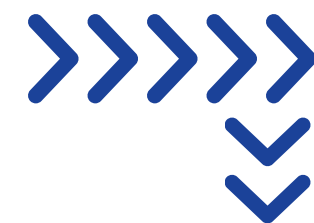
- Morning roll completed by 9:15am
- Admin staff check absences messages (email, Skool Loop, txt messages). Teachers note any parent notifications received.
- If there is no response within 45 minutes, Admin will follow up with a phone call to the whanau.
- By 9:30am, if we haven't heard from you by this time, we will mark the absence as "Truant" (T - Unjustified.)
- Afternoon roll completed by 2pm.

ALL STAFF

- All share attendance expectations with all whanau including how to communicate absences with the school.
- Share term attendance data with whanau - notified on fortnightly newsletter.
- All staff and students work together to create a warm, welcoming environment for all whānau and students, where our C.A.R.E. values—Christlike character, positive Attitude, Respect, and a pursuit of Excellence—are upheld both in and beyond the classroom.
- Teachers/SLT/Office add absences notes to the student's profile on e-Tap.



EVERY ABSENCE MUST BE EXPLAINED



STEPS FOR EXPLAINED

1. Enter explanation as a comment in e-Tap.
2. Apply the correct code (see Attendance Code Decision Tree)
3. Record future absences if advised (eg funeral, holiday, hospital)

STEPS FOR UNEXPLAINED

1. Text message sent to caregiver.
2. If no response in 1 hour, followup email sent.
3. If still no response by afternoon roll, mark as "T" (Truant.)



RESPONSE FOR CONTINUOUS UNEXPLAINED ABSENCES



3

3 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Text/email notification sent. Office staff calls caregiver. SLT email notification to caregiver. Notes added to e-Tap.

5

5 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Text/email notification sent. SLT next steps: contact caregivers, formal letter sent home, attempt to organise whanau hui. Notes added to e-Tap.

7

7 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Text/email notification sent. SLT next steps: Make referral to Attendance West.

10

10 DAYS CONTINUOUS UNEXPLAINED ABSENCES

Discussion with SLT. Unenrollment decision made.

RESPONSE FOR NON-CONTINUOUS UNEXPLAINED ABSENCES

UP TO 5 DAYS ABSENCE IN A TERM



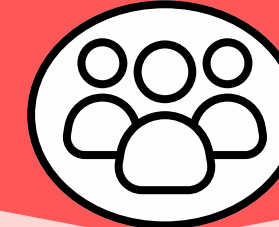
Office Staff: Send formal notification and contact caregiver to discuss reasons for absence.
Teacher: Support students to catch up missed learning where required.
All: CARE school values.

UP TO 7 DAYS ABSENCE IN A TERM



Office Staff: Send another formal notification to caregivers.
SLT: Hold a hui with caregivers. Identify drivers for these absences. Develop an individual attendance plan to address specific needs. Involve the student, whanau, and relevant school staff in the planning process.

UP TO 10 DAYS ABSENCE IN A TERM



SLT: Make contact to arrange a hui with caregivers. Escalate to Attendance West to make contact. Implement monitor improvement plan.