



# EVERY SCHOOL DAY COUNTS

Visualising the Attendance Management Plan for St Andrews Primary School

## Our School's Attendance Target

Our goal is to ensure every student has the best opportunity to learn and succeed. We are aiming for at least 90% of all student attendance to be justified, meaning they are present or have a valid reason for absence.

# 90%

Justified Attendance

## Understanding Absences





To meet our target, it's important to understand what counts as a 'justified' absence versus an 'unjustified' one. Justified absences are approved by the school for valid reasons, ensuring students don't miss out on learning unnecessarily.

### What is a Justified Absence?

-  **Illness or Medical Appointments:** Keeping our school healthy. A medical certificate may be requested after 5 days.
-  **Bereavement or Tangi:** Supporting whānau during difficult times.
-  **Significant Cultural or Family Events:** With prior arrangement and approval from the Principal.
-  **School-Related Activities:** Representing the school in sports, EOTC, or cultural events.
-  **Exceptional Circumstances:** As approved by the Principal for unique situations.

### What is an Unjustified Absence?

These are absences without a valid reason, or where the school hasn't been notified within 24 hours. Examples include:

-  Staying home without a valid reason
-  Shopping or non-essential family outings during school hours
-  Overdue explanations for absence
-  Persistent or habitual unjustified absence from school (truancy)



## Individual Student Attendance activities

### Individualised student responses to absence thresholds

#### Less than 5 days absence in a school term

##### Parents/Guardians

Parents will encourage good attendance habits and do their very best to ensure their child/ren attend school regularly during term time.

- Positively reinforce regular attendance with their children
- Open communication with school
- Follow school attendance process

##### School

School encourages good attendance habits. Support will be given to encourage good attendance habits. School will follow our attendance management plan and policies. This will be achieved by:

- Encouraging/supporting regular attendance at school

#### Up to 10 days absence in a school term

##### Parents/Guardians

Parents will engage constructively with the school to enable their child to return more regularly to school.

- Engage with school counsellor (if appropriate)
  - Engage positively in supports offered
- Parents will engage constructively with formal notification and attend a meeting

##### School

School makes an effort to return the child to regular attendance. A formal notification will be made to the parent advising the of the 10 days absence. Contact will be made with the parent.

- Parent will receive a notification
- Engaging with school counsellor (if applicable)
- 5-week monitoring period
- Monitor due to explained and justified reason

#### Up to 15 days absence in a school term

##### Parents/Guardians

Parents will engage constructively with formal notification and attend a meeting with the school to develop an Attendance and Engagement Plan.

- Constructively take part in developing an Attendance and Engagement Plan

##### School

School makes every effort to ensure students can return to regular attendance. A formal notification will be sent to parents advising of the 15 days absence. A meeting will be organised with the whanau to discuss reasons for absence.

- Developing an Attendance and Engagement Plan (may include multi agencies)
- Counsellor
- Attendance Project
- Monitor due to explained reason

#### 15 days or more of absence in a school term

##### Parents/Guardians

Parents will engage constructively with the notice advising of 15 days or more absence. Parents will meet with the school and review the plan that is currently in place.

- Supporting the Attendance and Engagement Plan in place
- Attend regular meetings

##### School

School makes every effort to support regular attendance. Warning notice sent to parents advising of 15 days or more absence. A meeting will be organised with the whanau to discuss reasons. A variety of agencies may be engaged to support whanau.

- Attendance and Engagement Plan in place
- ROCK-on support
- Collaborative Problem Solving



### Ministry of Education

#### Attendance Service

- › Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes:
  - › agreeing changes to be made,
  - › addressing some unmet basic needs impacting on attendance, and
  - › referring students to other services as necessary
- › Collaborate with schools so that
  - › they remain engaged as plans are developed and implemented, and
  - › they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn

#### Regional and National teams

- › Facilitate involvement of other agencies
- › Support schools to access other education pathways for a student where appropriate
- › Consider system-wide initiatives for high-risk attendance
- › Reprioritise regional support resources to where most needed/effective
- › Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools