



St Catherine's College

Attendance Management Plan

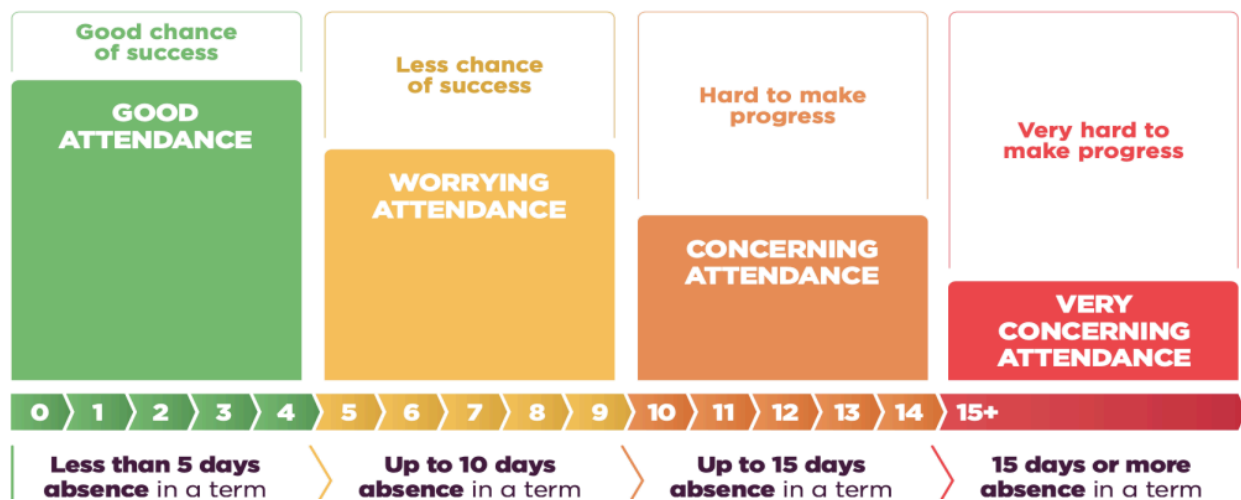
Students who have great attendance, achieve better and have more choices in life

Purpose: This plan sets out our school's strategy and process for identifying, responding to, and reducing student absences, in accordance with sections 137A - 137D of the Education and Training Act.

Our focus is to build a strong culture of shared responsibility for student attendance between students, parents/caregivers and the school.

Targets: To promote 90+% attendance and 90+% punctuality at school to provide opportunities for higher achievement and to increase life choices for our students.

Our school uses the [Stepped Attendance Response \(STAR\)](#) to guide when and how we respond to absences



5 - 9 days absent in one term

Caregiver / Student Responsibilities

- Notify the school as soon as possible if the student is late or absent:
(04) 939 8988 (absence line 1)
- Before 9.25am: All students who are late must go straight to class. After 9.25am, all students who are late will sign in on VisTab at the office or they will be marked Truant
- Caregiver/s must ensure that their contact information is up to date

School Responsibilities

- Text/email when the student is absent
- Late-arriving students will be marked "L" when they greet the teacher upon entering the class.
- Teacher will record arrival time and reason in KAMAR
- If the school does not hear from the caregiver/s by midday, the student will be marked as Truant

10 - 14 days absent in one term

Caregiver Responsibilities

- Ensure the student attends school regularly
regularly means at least 90% attendance
- Attend a meeting with the student's Dean to agree to a joint support plan
- Caregiver/s are required to work with the school to manage attendance concerns

School Responsibilities

- The student's Dean will contact the caregiver/s regarding attendance concerns This may result in a meeting with caregiver/s to analyse reason/s for absence
- The school will put the joint support plan in place
- The school will contact outside agencies for additional support

15 or more days absent in one term

Caregiver Responsibilities

- Ensure the student attends school regularly
regularly means at least 90% attendance
- Attend a meeting with the student's Dean and the Deputy Principal to develop a joint improvement plan
- Engage in the improvement plan
- Participate in regular meetings with the school and outside agencies

School Responsibilities

- Implement and monitor the joint improvement plan
- Student's Dean and outside agencies are in regular contact / meetings
- The school may request Ministry-led prosecution when considered appropriate if supports are offered and not taken up
- If a student has not returned to school after 20 days, the caregiver/s will be informed by email and the student will be removed from the school roll

Important Information:

Holidays in term time are considered "unapproved leave" and actively discouraged.

If this cannot be avoided, caregiver/s must email a leave request to the Tumuaki / Principal at least one month in advance of planned travel.

Daily attendance is sent to the Ministry of Education every day that the school is open.

If the student is sick during the school day they are not to contact caregiver/s themselves. They must report to the office who will assess them and contact caregiver/s if necessary. The staff member will sign the student out.

St Catherine's College Attendance Procedure:

Recording Attendance

- Subject teachers are responsible for marking attendance at the start of each session using KAMAR
Students who are absent from class without valid reason will be marked Truant (T)
- Whānau teachers will record whānau attendance by 9.00am in the morning
- Relief teachers (external) will send a paper roll to the office as soon as the session begins
- Relief teachers (internal) will complete the roll on KAMAR as soon as the session begins
- Students arriving late and before 9.25am will go straight to whānau / Session 1 class - the whānau/subject teacher will amend their attendance to "L" - late with the time of arrival.



- Students arriving late and after 9.25am must sign at the school office using VisTab (the self-service sign-in kiosk)
The kiosk will print a sticker for the student, which they must take to their teacher as proof of signing in
- Late arrivals are recorded in KAMAR (time and reason) for Whānau teachers to follow up the next day.
- Students must have pre-approved permission to leave school during the day and must sign out at the office. The school will contact caregiver/ss of students wanting to leave without pre-approval.
- The office will update the attendance record regularly on KAMAR

Reporting Absences

- caregiver/s must notify the school if their student is absent
- The expected methods for notifying the school regarding absences are:
 - a) SkoolLoop

- b) Absence Line (04) 939 8988 ext 1
- c) "Report Child Absence" - school website
- d) Email to "attendance@scc.school.nz"

This allows the Attendance Officer to enter the correct Ministry of Education attendance code before

automated texts are sent to caregiver/s

The automated text for unexplained absent students will be sent out daily at 9.25am

Classifying Absences - Justified and Unjustified

Absences are classified according to Ministry of Education attendance codes

Justified Absences

- Explained and approved - family emergencies; bereavement; representing in regional / national / cultural events; approved exemptions or accompanying parents on overseas diplomatics / military postings

*Under the Education and Training Act 2020 (s45) the tumuaki / principal may approve **up to 5 days** absence for a justified reason*

*Requests for extended absences must be sent **at least 1 week in advance** and may be approved at the school's discretion*

- Illness or medical absence

All students need to provide a medical certificate for a medical absence longer than three days or for frequent absences caused by the same condition

- Stand Down or suspension

Unjustified Absences

- Truant - no explanation is given for absences
- Holiday during term time
- Absences that do not fit within school policy e.g: not wanting to attend a sporting / school event

Student Departure Before End of School Day

Parents / Caregivers are encouraged to make appointments for their students outside of school hours.

If a student needs to leave school early for an appointment, they must have a note signed by a parent / caregiver which they will need to take to the Attendance Officer who will amend their attendance code accordingly.

If a student needs to sign out for an emergency during the day, the office staff will locate the student and bring them to the office.

Please do not send your student a text message / email and expect them to be released from class and to leave the school grounds without following this process.

Only the person/s nominated on the student's profile is/are permitted to collect a student from school during the school day

Students departing before the end of the school day must sign out at the office

Weekly Attendance Reports

- Parents / Caregivers receive a weekly email attendance report for their student

- The report shows whether the student has been present (P), absent - justified (J) or unjustified (U), late (L) or unexplained (?) during the week
- The summary helps parents / caregivers stay informed and encourages early intervention if patterns of absence or lateness are identified
- Parents / Caregivers are encouraged to contact the student's Whānau Teacher with any weekly attendance report concerns