

Lifting Attendance at Randwick School (Next review date 20/11/27)



The Education and Training Act 2020 requires that all children six years old and over must attend school. Once enrolled, it is compulsory for children to attend school regularly.

Randwick School encourages students to participate fully in school life.

Students are expected to attend school when required and to be on time for classes. This policy applies to off-site activities as well, such as EOTC activities.

Attendance is monitored through our student management system, HERO (SMS), and parents are notified of absences and/or patterns of absences. The school follows up on unacceptable levels of absence and may refer the case to the **Attendance Service**.

Rates of attendance will be tracked twice per term and shared within teams (at week 5 and week 10). Children will be identified within these time periods, and an email will be sent to whanau, which identifies the concern at school (absenteeism or lateness).

Absences

- Attendance and lateness letters are sent home via HERO (our SMS) after 5 days of unexplained absences, 10 days of absence and lastly at 15 days of absence in a school term. At any point, if the school is concerned about a student's continued absence, a report can be escalated to Attendance Services.

Lateness

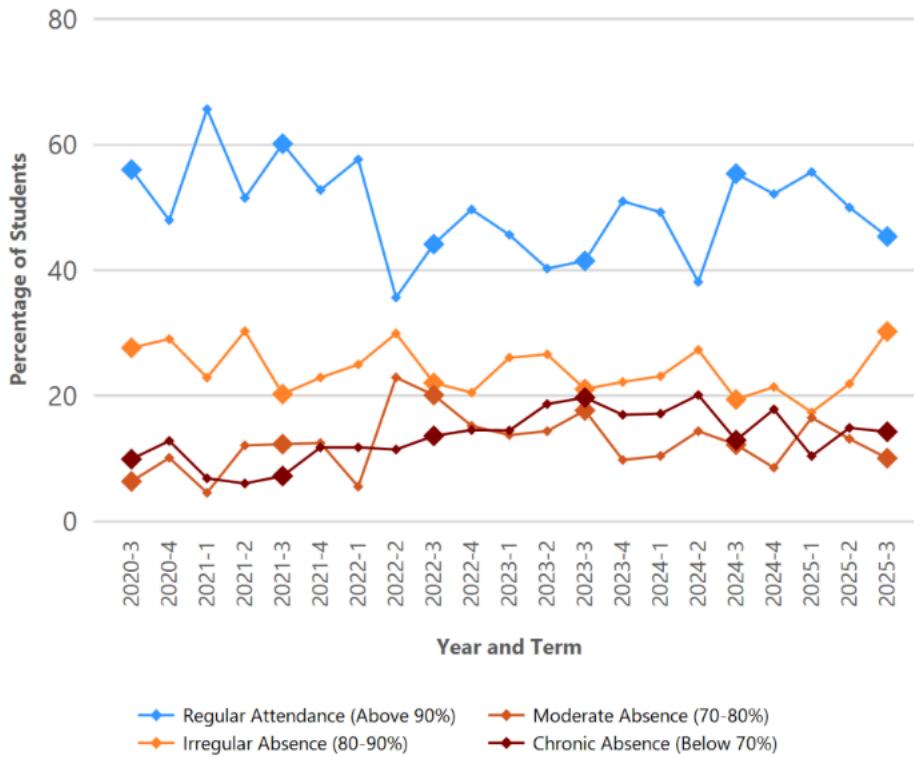
- Students who arrive late more than 5 times per term will receive an email or phone call from the Principal.
- Students will be monitored by classroom teachers and the school office, and progress made will be shared with the Principal and Team Leaders.

Attendance data will be closely monitored by the Senior Leadership team. This will then be shared within team meetings. If a student has had multiple absences within a short period of time (2 to 3 weeks), the teacher will make contact with the family first. If no improvement is made within the next 2 to 3 weeks, this will be escalated to the Principal and Deputy Principal to make contact with the whanau.

Targets

	Regular	Irregular	Moderate	Chronic
2026	55%	23%	15%	7%
2027	65%	20%	10%	5%
2028	70%	17%	10%	3%
2029	75%	15%	7%	3%
2030	80%	15%	5%	0%

How have your student attendance categories changed over time?



Year Term	Regular	Irregular	Moderate	Chronic
2020-3	56%	28%	6%	10%
2020-4	48%	29%	10%	13%
2021-1	66%	23%	5%	7%
2021-2	52%	30%	12%	6%
2021-3	60%	20%	12%	7%
2021-4	53%	23%	13%	12%
2022-1	58%	25%	6%	12%
2022-2	36%	30%	23%	11%
2022-3	44%	22%	20%	14%
2022-4	50%	21%	15%	15%
2023-1	46%	26%	14%	14%
2023-2	40%	27%	14%	19%
2023-3	41%	21%	18%	20%
2023-4	51%	22%	10%	17%
2024-1	49%	23%	10%	17%
2024-2	38%	27%	14%	20%
2024-3	55%	19%	12%	13%
2024-4	52%	21%	9%	18%
2025-1	56%	17%	17%	10%
2025-2	50%	22%	13%	15%
2025-3	45%	30%	10%	14%

Actions

- Regular communication around attendance and lateness in the School Newsletter
- Attendance and lateness letters sent home via HERO at 5, 10 and 15-day intervals
- Attendance is regularly discussed at SLT and Syndicate meetings, including barriers to engagement in school
- Positive attendance letters sent home to children whose attendance has improved

The purpose of ongoing regular contact with whānau is to check in and identify possible root causes of absences and or lateness and find a way to support whānau. We have a Hauora budget that we are able to access, and other sources of support within our community to service basics like food and clothing. If additional support is beyond what we can offer, we will work with whānau to access additional support through our Social Worker in School (SWIS), Ministry of Education or the Ministry of Health.

Attendance - EVERYDAY MATTERS

Firstly, we would like to thank our school community for keeping children at home when they have been unwell. We know that there are a lot of winter bugs going around and that many of our whanau have been impacted by these. We know that regular school attendance contributes to academic progress, but it can also contribute to social and emotional well-being. The Ministry of Education defines regular attendance as 90% or higher. This means attending school 9 days in a fortnight.

The following outlines what we do to lift attendance at Randwick School:

- Every morning, our students are welcomed into school by the principal
- Every morning from 8.30 am, classrooms are open, and students are welcomed in with planned activities that encourage conversations and regulation
- We provide a breakfast club (from 8.15 am) and a school lunch, free of charge
- Weekly newsletters are sent out electronically and highlight students' successes and upcoming events
- At the start of the year, we have a meet the teacher afternoon where whanau are encouraged to come along and meet their teachers and have some shared kai
- Every fortnight, we hold assemblies for parents to attend and share in the celebration of our students' learning
- In term three each year, we hold a cultural day where students dress up in their traditional cultural clothing and bring their traditional cultural food. Classes put on displays for our whanau to view and participate in
- Teachers are encouraged to think about highly engaging teaching and learning through ongoing professional development, staff meetings and team planning
- Before and after school care is provided (small charge)

Administrative business re-attendance:

- The principal will monitor attendance progress and make regular check-ins with whanau
- The principal will report to the BOT at board meetings on attendance
- The office manager and principal work closely together to monitor attendance through our SMS
- A text message is sent to all students with an unexplained absence
- If no response is received to the text message, follow-up phone calls are made to ascertain the reason for the student's absence
- The principal will do a referral to Attendance Services when there is a concern (after 6 continuous days) or when we feel the absence is not justified
- SWIS works with whānau with chronic absences
- Jane (attendance officer) meets with the Principal termly or as often as needed