

# Elmwood Normal School School Attendance Management Plan

## Overarching attendance objectives and strategic priorities

Regular school attendance is vital for the success and wellbeing of our tamariki. Attending school every day supports our tamariki to build strong foundations for their learning and social development.

Regular attendance also promotes achievement success as children are able to consistently build on their learning.

Our government has set a national target of 80% of students attending school at least 90% of the time. This means that students should be absent for no more than one day a fortnight to ensure that they can have continued success at school.

Our Stepped Attendance Response outlines our process for monitoring, supporting and improving attendance. (see below)

## Baseline Data informing our Attendance Management Plan

Attendance 2025 (from Every Day Matters)Term 3

Regular / Good Attendance	Worrying / Irregular Attendance
<b>64 %</b>	24 %
	<b>Concerning Attendance</b>
	8%
	<b>Very Concerning / Chronic Attendance</b>
	4%

## What would success look like?

Success would look like an increase to Regular/Good Attendance, whereby more of our students are attending regularly. The category where the most positive shift could be made is with the Worrying/Irregular Attendance - reducing this category would have a positive impact on Regular/Good Attendance.

While we will also focus on the other two categories, a greater shift can be made focusing on these students and whānau with Worrying/Irregular Attendance.

## Annual Target

Regular / Good Attendance	Worrying / Irregular Attendance
70%	20%

## **Strategic Plan and Annual Implementation Plan**

Our Attendance Management Plan sits within our Strategic Plan and Annual Implementation Plan:

- Strategic Goal 1 : “Realise the potential of every child”
- Annual Implementation Plan -

## **Attendance Policy**

Elmwood Normal Normal School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with students and whānau and staff are responsible for reminding our community of these expectations.

As required by the Education and Training Act 2020 (s35), all students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and Ministry of Education. The board takes all reasonable steps to ensure all students enrolled at Central Normal School attend when it is open for instruction (Education and Training Act 2020 s36).

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act s24). Whānau are expected to:

- Notify the school as soon as possible if their child is going to be late or absent
- Arrange appointments and trips outside of school hours or during the school holidays, where possible
- Work with the school to manage attendance concerns

## **Attendance Management Procedures**

### Attendance Expectations

We regularly communicate with our students and whānau about attendance expectations, consisting of:

- Communication in the weekly newsletter
- Conversation at Learning Conferences
- Information on enrolment
- Phone calls with whānau when needed

## **Recording Attendance**

### Classroom Teacher Responsibilities

1. Roll to be taken by the classroom teacher BEFORE 9.05am.
2. Any student who arrives late to school is to report to the office to register that they are late.
3. Should a student arrive in class after the register has been taken, ask if they have reported to the office. If they haven't, they MUST report to the office.
4. Afternoon roll must be taken BEFORE 1.50pm.
5. There should be no need to send over paper absences to the Office, unless there is a reliever in the room or the internet is down.
6. If a parent has informed you that their child will be absent for a specific reason, ie: tangi, appointment, holiday, please add a note to their attendance (through the Roll on HERO) to inform the Office.

### Office Responsibilities

1. The office staff check the emails and take phone calls of absences in the morning.
2. The office staff check all classes' attendance on HERO from 9.05am.
3. Any children marked with a ? are then followed up:
  - a. a follow up phone call to all children who are marked with an ?
  - b. After contact has been made, update the absence with the appropriate code.
  - c. If no reply is received, the child is marked as Truant.
4. The office staff will check the afternoon roll from 1.50pm.

### Whānau Responsibilities

Whānau have legal obligations to ensure their tamariki attend school (Education and Training Act, s244). We expect whānau to:

- notify the school as soon as possible if their student is going to be late or absent
- Arrange appointments or trips outside of kura hours or during school holidays where possible
- Work with us (school) to manage attendance concerns

### Monitoring Practices

Every week, the Deputy Principal will:

- check patterns of attendance
- check for any erroneous coding
- follow up on Truant codes if no communication has been had with the whānau
- adhere to the STAR thresholds

Attendance patterns and concerns will be discussed at Leadership Team meetings every fortnight.

The Principal will:

- report attendance data termly to the School Board
- provide a termly attendance report to the School Board showing the analysis of data, trends and narratives
- adhere to the STAR thresholds
- review the plan termly after considering the Every Day Matters Report
- ensure termly attendance is printed, signed by each teacher and securely stored onsite for 7 years.

## Stepped Attendance Response Plan

<b>Worrying</b>	
Up to 10 days absence in a school term (80 - 90% attendance)	
<p><b>Parents need to:</b></p> <ul style="list-style-type: none"> <li>● Inform the school each day as to why your child is away.</li> <li>● If the office does not hear from you they will contact you. If we do not hear from you, your child will be marked <b>Tuant</b>.</li> <li>● Seek support from the school if you're struggling to get your child to school.</li> </ul> <p>Each day has 2 half days, morning and afternoon. Teachers take the roll at 9:00am and 1:45pm.</p> <p>If your child is <b>late</b> to school, this is also recorded.</p>	<p><b>The School needs to:</b></p> <ul style="list-style-type: none"> <li>● Send a formal letter to the parents letting them know their child has reached 10 days absent.</li> <li>● The Team Leader will contact the parents to discuss the reasons for absence.</li> <li>● Any assistance to support their child's attendance will be offered.</li> <li>● Deputy Principal Informed</li> </ul> <p>Any child struggling to get to school will have in-school support. Access for support from outside agencies will be available only if requested by parents.</p>
<b>Concerning</b>	
Up to 15 days absence in a term (70-80% Attendance)	
<p><b>Parents need to:</b></p> <ul style="list-style-type: none"> <li>● Return the child to regular attendance</li> <li>● Attend a meeting at the school to discuss the reason for the absence and work together on a support plan.</li> <li>● Implement strategies at home</li> </ul> <p>Daily attendance is sent to the Ministry of Education every day the school is open.</p>	<p><b>The School needs to:</b></p> <ul style="list-style-type: none"> <li>● Send an escalated formal notification to parents</li> <li>● Hold a meeting at the school to discuss the reason for absence and work with the whanau to develop a support plan</li> <li>● If possible remove any barriers to support the child attending school and request help from the MoE or Truancy services if needed.</li> </ul>
<b>Serious Concern</b>	
15 or more days of absence in a school term (less that 70 % attendance)	
<p><b>Parents need to:</b></p> <ul style="list-style-type: none"> <li>● Return the child to regular attendance</li> <li>● Engage in an improvement plan</li> <li>● Attend and participate in regular meetings with the school.</li> </ul> <p>The Ministry of Education may prosecute whanau if support offered is not taken up.</p>	<p><b>The School needs to:</b></p> <ul style="list-style-type: none"> <li>● Send a warning notice and make contact to arrange a meeting with parents</li> <li>● Escalate multi agency response</li> <li>● Collaborate with multi-agency response development</li> <li>● Implement and monitor improvement plan.</li> </ul>

## Supporting Documents

### Attendance: Getting Back to School

#### Attendance Code Decision Tree

#### Sample Letters

- **Worrying**

*Subject line: [child's name] Attendance*

*I am following up on the correspondence/conversation you had with [child's name] teacher. Can you please pop in to see me (or reply to this email) letting me know the reasons for [child's name] continued absence. We would like to offer our support in order to get [child's name] back to school as he/she is missing out on a lot of important learning.*

*We hope to see [child's name] here tomorrow.*

- **Concerning**

*Subject line: [child's name] Attendance*

*I am getting in touch to enquire as to how [child's name] is getting on. When a child's absence drops below 80% we are required to remind parents of the importance of their children attending school. I have attached a screenshot from HERO of [child's name] attendance to date, along with a guide from the Ministry of Education that may support you to get [child's name] back to school.*

*<https://evidence.ero.govt.nz/documents/attendance-getting-back-to-school-a-guide-for-parents-and-whanau>*

*Please contact the school office at your earliest convenience to make a time for us to catch up about how we can support you and [child's name] with his/her attendance.*