

Auckland SDA High School Attendance Plan

Summary

Purpose	<ul style="list-style-type: none">• To promote consistent student attendance• To identify barriers early and implement targeted interventions• To support student engagement and achievement
Target	To implement the government's national target of: <ul style="list-style-type: none">• 80% of students attending more than 90% of the time• Increase family engagement and partnership in attendance solutions
Expectations for attendance	<ul style="list-style-type: none">• All students are expected to attend school every day they are able• Attendance expectations will be communicated at enrolment interviews, weekly assemblies, termly newsletters and via the schools' websites and social media platforms.• Daily homerooms will also reinforce the expectations• Parental meetings and conversations when necessary.
Roles and Responsibilities	
Parents/Guardians	<ul style="list-style-type: none">• Ensure that their children attend school daily and on time unless they are sick or have a valid reason to be away• Reinforce positive attendance habits• Communicate with the school around absences.• Engage with the school around support if and when attendance issues arise.
School	<ul style="list-style-type: none">• Communicate clearly about what attendance expectations are• Monitor and record daily attendance• Notify parents of absences if they have not contacted the school• Provide regular attendance updates to the pastoral team, parents and board• Support families and students through pastoral initiatives to help them attend school• Provide monthly attendance data to the board. Data will track trends• Use the STAR framework for attendance processes
Ministry of Education	<ul style="list-style-type: none">• Monitor termly attendance data• Monitor attendance policies and AMP plans• Provide training for attendance plans and absence code usage

	<ul style="list-style-type: none"> • Facilitate responses for chronic attendance issues
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Stepped Attendance Responses (STAR)

Good Attendance – Less than 5 days absent per term	
Monitor	<ul style="list-style-type: none"> • Monitor daily attendance for every lesson • Reinforce good attendance habits with students
Celebration and acknowledgements	<ul style="list-style-type: none"> • Assembly - Weekly awarding of the best class attendance in the school • Class rewards for attendance
Communication	<ul style="list-style-type: none"> • Continuing communication about the importance of school attendance • Reinforce contacting school if student is going to be absent for a valid reason
School	<ul style="list-style-type: none"> • Maintain positive communication with families • Support students getting to school • Promoting a positive and safe environment for students to learn • Weekly celebrations of school attendance
Worrying Attendance – Up to 10 days absence per term	
School	<ul style="list-style-type: none"> • Contact parents • Request a meeting if absences continue • Develop an implementation support plan for student • Formal notification to parents if all other avenues of support are failing to get the student to school • Record the intervention taken • Monitor closely
Concerning Attendance – up to 15 days absences per term	
School	<ul style="list-style-type: none"> • Escalate formal notification to parents • Hold face- to face meetings to discuss reasons for absences • Develop a plan collaboratively to reengage the child with school • Review and monitor progress fortnightly

Serious Concern – 15+ days absence per term	
School	<ul style="list-style-type: none"> Formal warning letter and urgent parent meeting Initiate multi-agency response where appropriate Implement and monitor and intensive attendance plan closely (daily) Consider ministry led support if all interventions are unsuccessful or refused Unenroll if all options have been explored and the student has been absent more than 21 days

Daily operations to support attendance	Reporting	Collaboration	Review
<ul style="list-style-type: none"> Review weekly attendance records in pastoral meeting and reported to SLT weekly Share attendance trends with staff termly to identify attendance patterns and discuss effectiveness of strategies Running a safe school environment Collecting information yearly to determine the barriers to school attendance 	<ul style="list-style-type: none"> Attendance stats at weekly assemblies Attendance data and trends reported to the board monthly Data for students on attendance report shared with parents of child on report 	<ul style="list-style-type: none"> Work with outside agencies where applicable or needed Work with pastoral team to lift attendance Participate in local attendance hui with other schools and MOE Share strategies and resources with whanau and community partners 	<ul style="list-style-type: none"> Term review of data trends Annual review of attendance plan

