

Mauku School Attendance Plan



MAUKU SCHOOL GOAL:

90% attendance each week, 80% of students attending regularly

Daily Attendance Procedures

- **Morning Absences:** The office will text families who have not notified the school of their child's absence by 9:30 am. If there is no response by 11:00 am, a follow-up phone call or email will be made.
- **Attendance Monitoring:** Student attendance will be regularly discussed at assemblies and in classrooms. Individual students may be spoken to as required.
- **Leadership Team Responsibilities:** The senior leadership team will track weekly attendance trends and monitor student attendance against Ministry of Education (MOE) expectations during their weekly meetings.
- **Reporting Unexplained Absences:**
 - The Office Manager will inform the Deputy Principal or Principal if a student has five or more unexplained absences in a term.
 - The Office Manager will also notify the Deputy Principal or Principal if a family has not made contact with the school, nor has the school been able to contact the family for three consecutive days regarding a student's absence.
 - An immediate referral will be made to Franklin Attendance Services.
 - In both cases, the Principal will make contact with the family or whānau.
- **Frequent Explained Absences:** The Office Manager will notify the Deputy Principal or Principal of any student with more than three explained absences so that further action can be taken if necessary.

REGULAR ATTENDANCE

Absent 1 - 5 days per term

MODERATE ATTENDANCE

Absent 6 - 10 days per term

WHAANAU RESPONSIBILITY

- Contact school to report and explain the absence (email, text or voice message) before 9.00am.
- Provide a medical certificate if sick for 3 days or more.

School Responsibilities

- Contact the family by message/phone if we have not been notified of the reason for a student's absence.
- Regularly discuss attendance with the school community, include periodically in the school newsletter.

Board Responsibilities

- Ensure the school is open for instruction the required number of days.
- Monitor school use of teacher-only days.
- Track attendance trends in the Principal's Report each month.
- Support the school to improve attendance outcomes.

Whānau Responsibilities

- Ensure the student returns to regular attendance.
- Contact the school daily to report and explain a student's absence.
- Contact the school if support is needed to improve attendance.
- Support the student in catching up on any missed learning.

School Responsibilities

- The Deputy Principal will work with the Office Manager to monitor student attendance and report any students of concern to the Principal at their Leadership Team meeting.
- The Principal will contact the family to discuss the student's attendance.
- If a trend of unexplained absences occurs, the Principal will seek to meet with the family. This meeting will be followed up with a formal email.
- Teachers, the Special Educational Needs Coordinator (SENCO), or other support staff will assist students in catching up on missed learning.
- The school will also talk to the student about their attendance.

IRREGULAR ATTENDANCE

Absent 11- 15 days per term

Whānau Responsibilities

- Ensure the student returns to school and meets the attendance expectation.
- Meet with the Principal or Deputy Principal to discuss ongoing absences and create a support plan.
- Implement the strategies from the support plan at home.

School Responsibilities

- Send a formal letter to parents regarding attendance concerns.
- Escalate the matter to Franklin Attendance Services if required.
- The Principal and/or a representative from Franklin Attendance Services will meet with parents to develop a support plan.
- Utilise in-school resources to support the family and remove any barriers to attendance.
- Talk to the student about their attendance; this may be done by a teacher, SENCO, or other support staff.

Ministry of Education (MOE) Responsibilities

- Facilitate a multi-agency response and support the school in improving student attendance after applications have been raised.
- Support schools in finding and accessing necessary resources.

90% ATTENDANCE

Average 4 days absent a term (19 days a year)

80% ATTENDANCE

Average 9 days absent a term (38 days a year)
2 weeks away a term

70% ATTENDANCE

Average 14 days absent a term (58 days a year)
3 weeks away a term

60% ATTENDANCE

Average 19 days absent a term (77 days a year)
4 weeks away a term

CHRONIC ATTENDANCE

Absent 16 or more days per term

Whānau Responsibilities

- Ensure the student returns to school and meets the attendance expectation.
- Meet with the Principal or Deputy Principal to discuss the reasons for ongoing absences and work together to create a support plan.
- Implement the strategies from the support plan at home.
- Meet regularly with the Principal or Deputy Principal to review the support plan and discuss attendance requirements.

School Responsibilities

- Send a formal letter to parents regarding concerns about their child's attendance.
- Implement and monitor an individual attendance improvement plan for the student.
- Use in-school resources to support the family and remove any barriers to attendance.
- Engage with the Pukekohe Community Constable and/or Franklin Attendance Services to develop a multi-agency approach.
- Communicate with the Ministry of Education (MOE) regarding prosecution when appropriate.
- Un-enrol students who have not returned to school after 21 consecutive school days without a justified explanation.
- Talk to the student about their attendance; this may be done by a teacher, the Special Educational Needs Coordinator (SENCO), or another support worker.

Ministry of Education (MOE) Responsibilities

- Facilitate a multi-agency response and support the school in improving student attendance after applications have been raised.
- Support schools in finding and accessing necessary resources.
- Provide direct support to parents and coordinate the regional response when required.

ATTENDANCE REPORTING, STAFF ENGAGEMENT, & INCENTIVES

Attendance Reporting, Staff Engagement, and Incentives

Reporting to the Board

- The Principal will include a monthly attendance report in the Principal's Report for each Board meeting.
- The Board will review attendance trends and support the school in implementing its attendance plan.

Staff Awareness and Engagement

- Attendance data, including the termly Attendance Matters Report and internal tracking information, will be shared with staff throughout each term.
 - Communicated via weekly emails and discussed at Monday morning meetings or staff meetings as needed.
- Teachers may be invited to attend family meetings regarding student attendance when possible.
- Teachers will be informed whenever an attendance meeting or communication has occurred with a family.
- Staff are expected to reinforce the importance of regular attendance with students whenever necessary.
- End of term Reflection Letters, contain a line about the students attendance for the term.

Attendance Incentives

- Certificates: Students with 100% perfect attendance for a term will receive a Perfect Attendance Certificate at the end-of-term assembly. Students with two or fewer absences will receive an Amazing Attendance Certificate.
- Whānau Group Competition: Whānau groups will earn points based on their collective attendance. The whānau group with the best attendance for the week will have their flag displayed.
- School Representation: A minimum attendance rate of 85% for the term is required for students to be eligible to represent the school at sporting, cultural, or performance events. There may be exceptions to this rule, at the principal's discretion.

SUPPORTING DOCUMENTS & SYSTEMS

- Attendance Tracking Doc
- Whanau Points Sheet
- Attendance policies and procedures on SchoolDocs
- eTap (Student Management System), including termly attendance letters
- Education and Training Act 2020
- Ministry of Education (MoE) - Stepped Attendance Response (STAR)