

# TBC ATTENDANCE MANAGEMENT ACTION PLAN

STAGE	ACTION(S)		WHO	
<p><b>Good Attendance</b></p> <p>Less than 5 days absence in a school term</p>	<p><b>School;</b></p> <ul style="list-style-type: none"> <li>› Weekly email attendance summaries</li> <li>› Daily text reporting absences</li> <li>› Fortnightly Form teacher checks and follow up with student/parent and if required a referral to Year level Dean</li> <li>› Maintain contact details of parents</li> </ul>	<p><b>Parents/Guardians;</b></p> <ul style="list-style-type: none"> <li>› Ensure student attends every day they are able</li> <li>› Reinforce good attendance habits</li> <li>› Notify the school regarding any absence via email, parent portal, phone call promptly</li> </ul>	<p><b>Teacher/Form Teacher Level</b></p>	<p><b>STUDENT ATTENDANCE OFFICER - (TNR) SITS ACROSS EVERY LEVEL</b></p>
<p><b>Worrying Attendance</b></p> <p>Up to 10 days absence in a school term</p>	<p><b>School;</b></p> <ul style="list-style-type: none"> <li>› Year level Dean is notified via Kamar and regular printouts</li> <li>› Automated Kamar email home</li> <li>› Contact parents to discuss reasons for absence and arrange meeting if required</li> <li>› Send Attendance Letter if no response from parents</li> <li>› Daily report card (Y9-Y11) if required</li> <li>› Follow up and monitor daily attendance</li> <li>› Deans/lunchtime detention</li> <li>› Utilise in school resources to remove barriers e.g. school nurse, counsellor, alternative timetable, supply uniform, lunch club</li> </ul>	<p><b>Parents/Guardians;</b></p> <ul style="list-style-type: none"> <li>› Return student to regular attendance</li> <li>› Contact school to discuss reasons for absence and impact on learning</li> <li>› Support student to catch up on missed learning</li> <li>› Engage in supports offered</li> </ul>	<p><b>DEAN Level</b></p>	
<p><b>Concerning Attendance</b></p> <p>Up to 15 days absence in a school term</p>	<p><b>School;</b></p> <ul style="list-style-type: none"> <li>› Year level Dean refers to Whānau Engagement Officer</li> <li>› Automated Kamar email home</li> <li>› Send Attendance Letter if no response from parents</li> <li>› Home visit or meeting at school</li> <li>› Analyse reasons for absence</li> <li>› Utilise in school resources to remove barriers e.g. school nurse, counsellor, alternative timetable, supply uniform, lunch club etc</li> <li>› Develop and implement support plan to return to school e.g. mentor programme</li> <li>› Link Tutor/Teachers into relevant return to school plan</li> </ul>	<p><b>Parents/Guardians;</b></p> <ul style="list-style-type: none"> <li>› Return student to regular attendance</li> <li>› Participate in meeting with school to analyse reasons for absence and to collaborate on a support plan</li> <li>› Implement strategies at home</li> </ul>	<p><b>Whānau Engagement Officer</b></p>	
<p><b>Serious Concern</b></p> <p>15 days or more of absence in a school term</p>	<p><b>School;</b></p> <ul style="list-style-type: none"> <li>› Inform parents/guardians of escalated response</li> <li>› Automated Kamar email home</li> <li>› Escalate to Attendance Services or other agency</li> <li>› Consider age and transitioning out of school</li> <li>› Unenroll student and notify parents/caregivers if no intention to return after Attendance Services have been engaged</li> <li>› Refer to Principal/Board for school or ministry led prosecution if required</li> </ul>	<p><b>Parents/Guardians;</b></p> <ul style="list-style-type: none"> <li>› Return student to regular attendance</li> <li>› Engage in support plan</li> <li>› Participate in regular meetings</li> </ul>	<p><b>Attendance Services</b></p> <p><b>Assistant/ Deputy Principal Pastoral</b></p>	