



Southbrook School School Attendance

Guide and support information

Student Categories	Student with	Equivalent to
Regular Attendance	Over 90%	Missing fewer than 5 days across a term
Irregular Attendance	80% - 90%	Absent for between 5 - 9 days across a term
Moderate Attendance	70% - 80%	Absent for between 10 - 14.5 days across the term
Chronic Attendance	70% or less	Absent for between 15 or more days across the term

Stepped Attendance Response – STAR

Responding to all absences

The Government's target is for **80% of students to attend regularly**, that is to attend school more than **90% of the time**.

GOOD
Good chance of success

WORRYING
Less chance of success

CONCERNING
Hard to make progress

SERIOUS CONCERN
Very hard to make progress

Step Progression:

less than 5 days absent in that term

Step Progression:

less than 10 days absent in that term

Step Progression:

less than 15 days absent in that term

**Less than
5 days
absence**
in a school term

**Up to
10 days
absence**
in a school term

**Up to
15 days
absence**
in a school term

**15 days
or more
of absence**
in a school term

53%* of students
438,000

26%* of students
213,000

11%* of students
88,000

10%* of students
84,000

Stepped Attendance Response – STAR

Responding to all absences

Day-to-day operations

Schools:

- Assess attendance history of new students
- Survey students and parents to support effective teaching practice and engagement
- School Leadership and Boards actively minimise disruptions to the school day and week e.g. parent/teacher meetings held after school

Ministry of Education:

- Convene termly meetings for leaders from local schools and relevant agencies to discuss students with serious attendance concerns where a multi-agency response is required
- Prepares templated materials for schools to adapt and use to promote or respond to attendance
- Provide attendance data reports for individual schools and Kāhui Ako
- Provide schools with a regularly updated list of agencies that schools can work with to support students
- Contract supports and services that are effective at returning students to regular attendance (e.g. Attendance Service)

Less than 5 days absence in a school term

PARENTS/GUARDIANS

Ensure attendance:

- Encourage good attendance habits
- Support other parents to encourage good attendance habits
- Open communication with school
- Follow school attendance management plan and associated policies and processes

SCHOOLS

- Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term
- Communicate to parents what steps the school will take in the event their child is absent from school
- Communicate good attendance habits to students and parents
- Monitor attendance
- Communicate to parents about every absence
- Maintain contact details of parents
- Provide students with regular updates on their own attendance
- Report regularly to parents on attendance of their child
- Support students getting to school
- Use school level approaches to promote good social and learning environment

MINISTRY OF EDUCATION

- Monitor that schools have their attendance policy and attendance management plan on website and it is reviewed as required
- Monitor aggregate data and attendance patterns to identify challenges and opportunities at regional and national levels
- Maintain regular contact with schools and support policy development and interventions/supports
- Support schools to be inclusive and safe

53% of students. 438,000

Up to 10 days absence in a school term

PARENTS/GUARDIANS

- Return student to regular attendance
- Contact school to discuss reasons for absence
- Support student to catch up on missed learning
- Engage in supports offered

SCHOOLS

- Send formal notification and contact parent/guardian to discuss reasons for absence
- Support students to catch up missed learning where required
- Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand hand uniform shop, PB4L

MINISTRY OF EDUCATION

- Support school with formal notification where required

Plus
previous
responses



26% of students. 213,000

Attendance Codes

- It is important that the roll is done twice a day.
 - Between 8.55am and 9.05am. Admin will check the roll from 9:15am
 - Between 1:30-1:45
- Guest teachers can do the roll on paper and send to the office
- If you receive an email from a parent sharing their child will be away for more than 2 days, please forward it to the office so it can be added as a block.
- When a student has 5 unjustified days marked on the roll, HERO send an alert to follow up which will be done by Leadership.

Code	Explanation
PRESENT AND ON-SITE	
P	Present If a student is present and in class when you do the roll morning and afternoon, mark as P. HERO will automatically enter this code once you select 'Mark all as Present.' <i>Before hitting mark all as present in the afternoon, you MUST make sure those away in the morning are still marked as away or they will automatically be marked as here.</i>
L	Late If the student is not here when you mark the roll, they should be marked as ? and when they arrive at school via the office, a time will be put if it is after 9.15am. Please check your student has gone via the office if they arrive late. Students can collect a late pass from Megan in the office. <i>When a parent messages to say they will be late, mark as L. When they arrive, check they have been to the office so the arrival time can be recorded. If they do not arrive by morning tea, the roll will be switched from L. to appropriate reason.</i>
N	Present but out of class Student may be at an on-site school-based activity, removed from class (in LSC office, Admin area or another class), in the sickbay
PRESENT AND OFF-SITE	
D	Approved external appointment Student may be at an appointment, off-site counselling or medical appointment
Q	Board-approved off-site learning E.g. EOTC
A	Alternative provision Student may be at health school, STAND, Choimondeley.
ABSENT - JUSTIFIED	
M	Medical - illness The student is at home sick eg COVID, cold, vomiting
J	Justified (code only to be used when approved via Management)
U	Stood down or suspended
ABSENT - UNJUSTIFIED	
G	On holiday - in New Zealand or overseas If a family lets you know a child is away on holiday, please let the office know dates/forward any emails, so it can be put in as a block with the reason / where they are in notes. If they do not return on the given date and continue to be away, they are marked as ? / T
E	Explained, but not justified E.g. refusing to come to school, concert, family day, birthday at home
T	Truant Entered by the office, no contact about why the student was absent, even after an automatic message sent out via HERO.
?	Unknown absence - temporary code that will be updated when information is gathered.

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Southbrook School Attendance Policy

Going to school every day is important to develop skills for lifelong learning
Please contact the school office via phone call or the HEROapp if your child is going to be absent for any reason. Any student absent at roll call without explanation will be followed up by the office. Caregivers will be notified by a phone call. If contact is not made, the student will be marked as Truant (unjustified absence).

Below is an explanation of how the roll is marked by staff at Southbrook School.

STUDENTS MARKED AS PRESENT

- Teachers will complete the school roll twice daily. Students there at roll call are marked present. The roll is completed at 9:00 am and 12:30 pm.
- Students who arrive at class after roll call will be marked as late and must go to the school office to check in with Mrs Wells.

STUDENTS MARKED ABSENT (JUSTIFIED)

- Students who are unwell and unable to attend school will be marked as a justified absence. For students away from school for more than 5 days unwell, the school can request a medical certificate or the absence may be changed to unjustified.
- All other justified absences within the school policy are classified as justified for a maximum of a 5 day period. After that point, absences will be changed to unjustified unless discussed with school leadership.

Justified Policy: A justified absence at Southbrook is

- Medical illness
- Funeral or tāngi
- Representing the province or NZ at an event
- Medical appointments that can not be made out of school hours
- Stand down from school

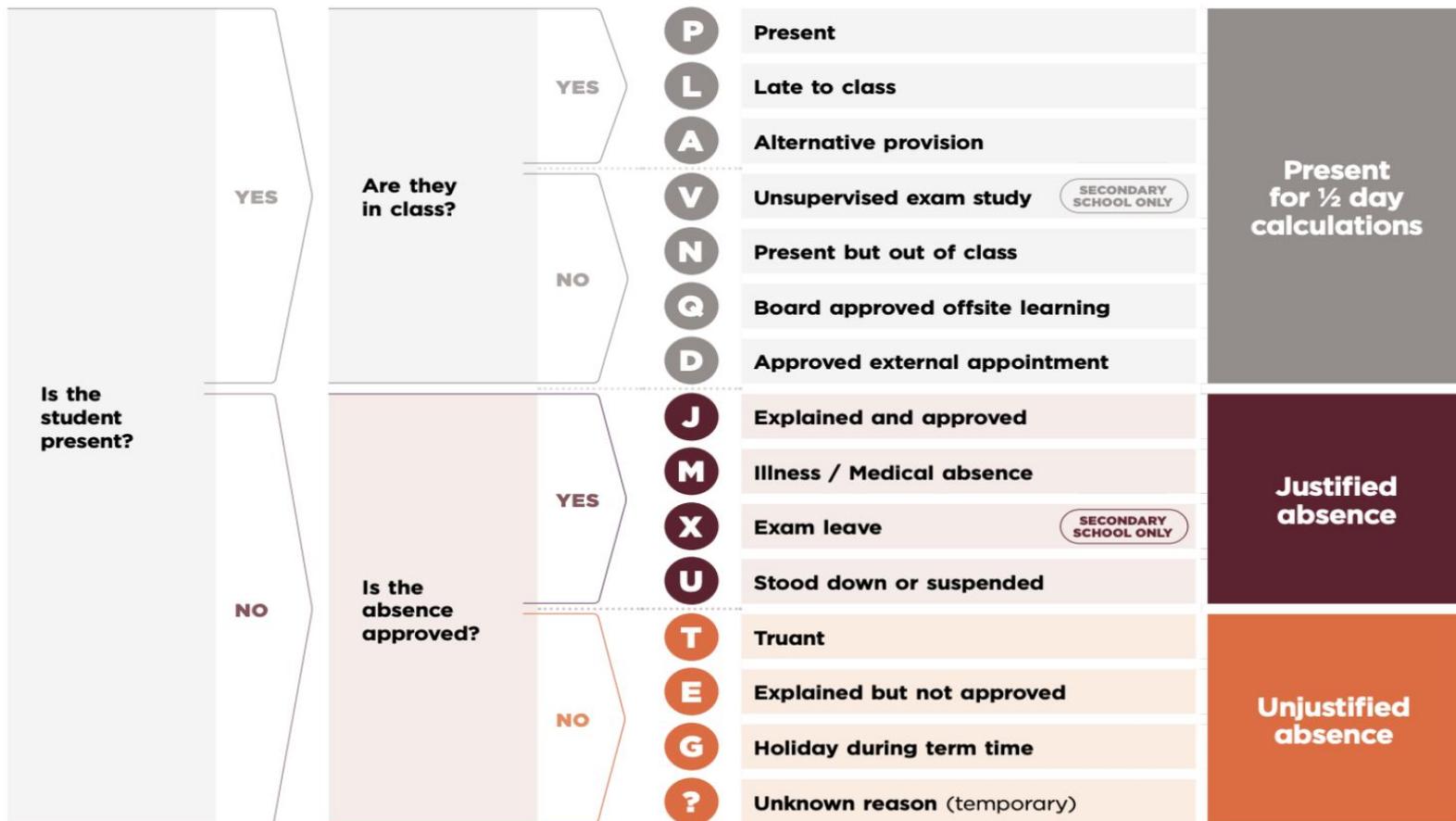
STUDENTS MARKED ABSENT (UNJUSTIFIED)

Students who are absent from school for the following reasons are classified as an unjustified absence

- Holiday during term time (within NZ or Overseas)
- Student refusing to come to school
- Attending appointments that can be made outside of school hours
- Family day out e.g. day off for a birthday
- No contact/ unknown absence

If you require support in getting your child to school, whether it be uniform, food or student refusal, please contact your child's whānau teacher or Leadership to discuss and let us help you with a plan. Ongoing low attendance rates will result in your child being referred to attendance services for support.

Attendance Code Decision Tree



Weekly attendance data: Leadership team

Steps:

- Every Friday the Leadership team will delve into the weekly attendance on Hero.
- If a student goes over the threshold (e.g. moves from green to yellow), communication will occur with whānau where necessary.

No improvement after teacher contact: Principal

If the teacher has made contact with the whānau and there continues to be no improvement, the Principal will make contact with the whānau.

Make contact via phone call / email offering support and an opportunity for any meetings needed. If informal contact does not get a response or make a difference, a formal letter will be sent.

Example of email sent home:

Kia ora

As you are aware, attendance in school is vitally important for your child's academic, social and emotional development and we are required by the Ministry of Education to notify whānau when attendance is less than 90%.

.....current attendance is ...% for the term and ...% for the year.days are classified as explained / medical, and ... days are classified as unexplained due to family holiday / truant.

If there is anything we can do at school to support improve their school attendance, please let me know. If you would like to discuss further, I am happy to give you a call or meet with you.

Looking forward to supporting your child together.

Ngā mihi

All communication will be added to HERO.

No improvement after Principal involvement:

Monitoring, support & whānau engagement will continue until attendance has improved and is steady.

If there is no improvement, the student will be referred to Attendance Services.

Steps:

- Principal will make a referral to Attendance Services
- Whānau informed via a formal letter
- Attendance services and Principal work together to improve attendance
- Hui held if required
- Attendance services will make home visits, engage with whānau and support school