Attendance Procedures

Rationale

School leadership, boards, parents and the Ministry of Education all play key roles in supporting students to attend school – and addressing absence when it occurs. Lifting school attendance is our shared responsibility.

Every child has the right to an education.

Purposes:

To ensure:

- Every child is present at school to receive the best education.

Guidelines:

- Bayview School uses electronic registers and it is the teachers' responsibility to ensure accurate attendance records are kept.
- Teachers must mark their register by 9.10am each morning and by 1.40pm each afternoon.
- If a teacher is absent, a paper copy of the register will be given to the reliever to fill out. The office will then transpose this data on to eTAP/HERO in both the morning and afternoon.
- The MOE will automatically upload attendance data every day from the school SMS.
- Attendance is checked by the office each morning at 9.10am.
- Office staff will contact the homes of any unexplained absentees, and record reasons given.
- If a parent contacts a teacher via Seesaw please ask that parent to complete an absence form from our website or to phone the office.
- If a child arrives at school late, they must inform the office by going there first.
- If a child is picked up early they must be signed out in the office. The office will give the parent a slip stating that the child has been signed out.
- If a parent comes to the class without a slip the teacher must ask them to go back to the office and follow the school procedures.
- *If a child's attendance becomes a concern, teachers should inform their Phase Group Leader.* Contact should be made with Parents/Caregivers as early as possible. *Major concerns should be referred to the Deputy or Associate Principal.*
- Unsatisfactory attendance = >5 days absence in one term or >10 days absence over a year.
- Recording student attendance is a legal requirement, and as such must be accurate, and kept up to date as this information may be requested by the court.

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Stepped Attendance Response – STAR Responding to all absences

The Stepped Attendance Response (STAR) sets expectations for school, student, parent/guardian, Ministry of Education and broader system responses to student absence. It provides a series of activities that should be considered when students meet absence thresholds. The actions taken will be tailored to the reasons for absence, for example a student with a chronic illness will require tailored supports for their education. The activities include considering prosecution for absences if appropriate support is offered and not taken up.

Schools:
• Assess attendance history of new students and share attendance history when students move between schools.
• 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. use callback days, parent-teacher meetings held after school
• Support students to continue learning if unable to attend school every day, including using Ministry-approved well-being or transitional plans, or health schools where appropriate.

Less than 5 days absence in a School term

PARENTS/GUARDIANS
• Ensure student attends every day they are able
• Reinforce good attendance habits
• Support other parents to reinforce good attendance habits
• Open communication with the 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

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 uniform shop, PB4L

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Up to 15 days absence in a school term

PARENTS/GUARDIANS
• Return student to regular attendance
• Attend meeting at the school to analyse reasons for absence and to collaborate on a support plan
• Implement strategies at home
SCHOOLS
• Send escalated formal notification to parents
• Hold meeting to analyse reasons for absence and to collaborate on a support plan
• Develop and implement a plan tailored to the reasons and circumstances around the child's absence
• Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed

15 days or more absence in a school term

PARENTS/GUARDIANS
• Return student to regular attendance
• Engage in improvement plan
• Participate in regular meetings
SCHOOLS
• Send warning notice and make contact to arrange meeting with parents
• Escalate to multi-agency response
• Participate in multi-agency response
• Implement and monitor improvement plan
• Undertake school-led prosecution, or request Ministry-led prosecution, when considered appropriate if supports are offered and not taken up.
• Unenrol students who will not be returning to school

Appendix 1

Bayview School

Office Sign Out Slip			
Child's Name:	**Signed out at:**	**Signed out by:**	**Office signature:**