Whananaki School

Attendance Management Plan

1. Introduction and Guiding Principles

This document outlines the Attendance Management Plan for Whananaki School. This plan is designed to be a living document, reflecting our commitment to ensuring every student attend school regularly and engages in their learning. It aligns with the Ministry of Education's requirements for mandatory Attendance Management Plans and the Stepped Attendance Response (STAR) framework.

Our guiding principles are:

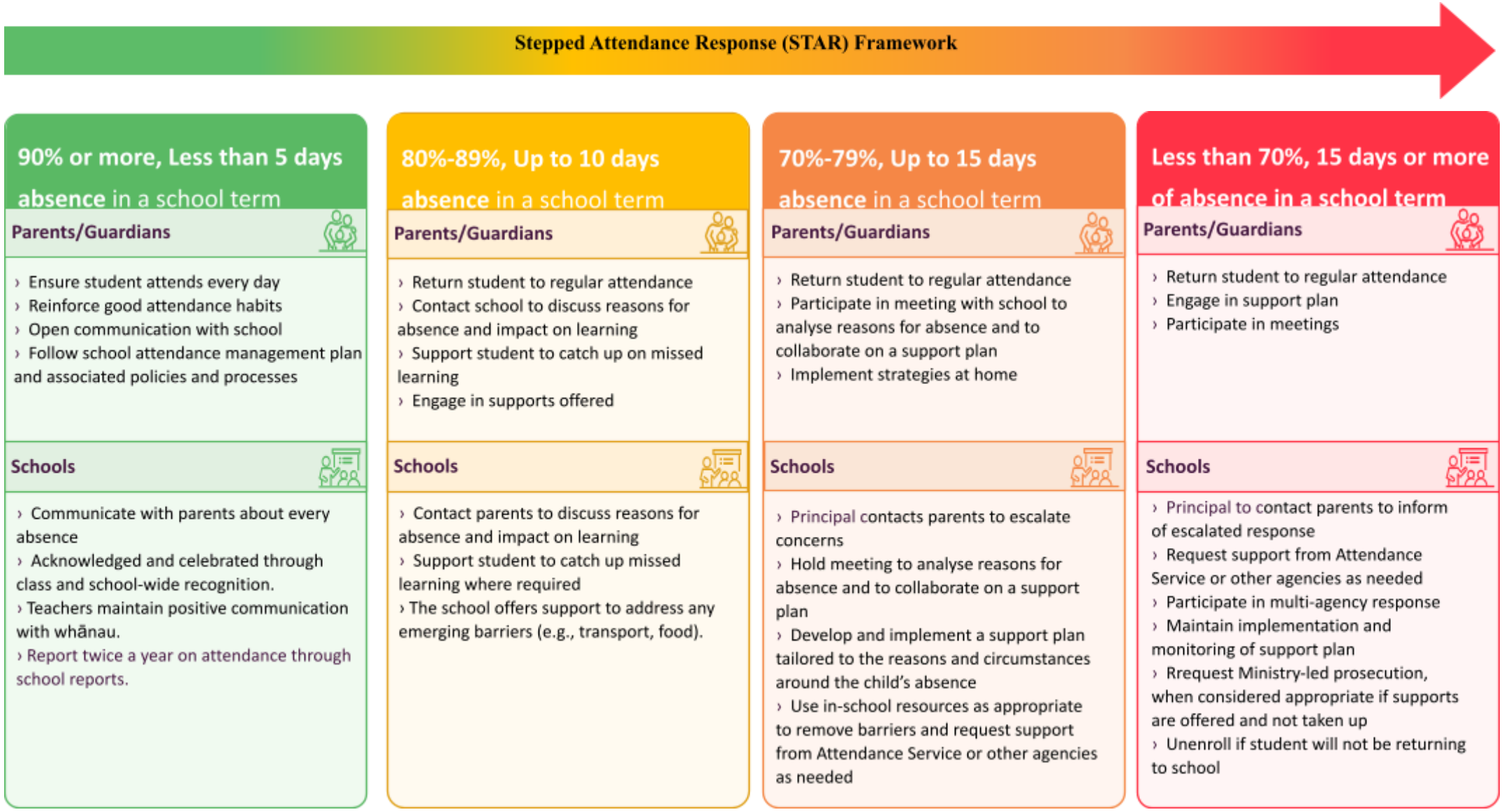
- **Whānau Partnership:** We believe that strong, trusting relationships with our students, their families, and the wider community are the foundation of good attendance.
- **Early Intervention:** We will act promptly and compassionately when a student's attendance begins to decline, addressing barriers before they become chronic issues.
- **Community Collaboration:** We will work with local agencies, community groups, and the Ministry of Education to provide holistic support for our students and their families.
- **Celebration:** We will celebrate and acknowledge good and improved attendance to reinforce its importance and value.

2. Roles and Responsibilities

Role	Responsibility
Board of Trustees	• Oversee the implementation and regular review of the attendance plan and policy. • Ensure the plan is published on the school's website. • Set an attendance target of 80% of students attending school at least 90% of the time.
Principal / Senior Leadership	• Lead the implementation of the plan and provide professional development for staff. • Monitor school-wide attendance data and trends. • Act as the primary contact for moderate and chronic absence cases. • Liaise with the Ministry of Education Attendance Service and other support agencies.
Teachers	• Record attendance accurately at the start of each morning and afternoon session. • Build strong relationships with students and whānau. • Act as the first point of contact for students with irregular absences.
Administration Staff	Record and update absence notifications daily. Contact parents/caregivers on the first day of an unexplained absence. Maintain accurate contact details for all students.
Whānau/Caregivers	• Ensure their child attends school every day, unless they are unwell. • Notify the school promptly of any absence. • Work in partnership with the school to address any attendance concerns.

3. Stepped Attendance Response (STAR) Framework

We use a tiered approach to identify and respond to student absences.



4. Procedures for Absence Notification and Follow-up

4.1 Daily Attendance Recording

- Teachers will mark the electronic attendance register for all students by 9:15 am each morning and 1:50 pm each afternoon.
- If a child is marked with a '?' and no reply is received from whānau, they are marked as Truant
- Attendance will be submitted daily to the Ministry of Education.
- The school is using the refreshed set of attendance codes as required by the Ministry.

4.2 First-Day Absence Follow-up

- If a student is marked absent without a prior explanation, the administration staff will contact the student's primary caregiver via phone call or email by 10:00 am.
- If the caregiver cannot be reached, alternative contacts may be tried.
- Unexplained absences that remain unresolved by the end of the school day will be coded as 'E' (Explained and unjustified) or 'T' (Truancy), based on the situation and prior communication. We will avoid leaving any '?' codes on the register.

4.3 Absence Notification by Whānau

- Whānau are expected to notify the school of an absence by 9:00am on the day of the absence.
- This can be done via phone call to the school office, email or notify the school app.

4.4 Justified vs. Unjustified Absences

- Justified: Medical certificates (for prolonged illness), bereavement, or religious observances are considered justified. The code 'M' or 'J' will be used.
- Unjustified: Planned holidays during term time, extended family visits, or unapproved sporting events are considered unjustified. The code 'E' will be used.

4.5 SMS Recording

- Record Attendance Management Plan response data in our Student Management System (SMS) every time a student reaches a threshold.

5. Addressing Barriers to Attendance

Recognising the unique challenges of a rural community, we will proactively address common barriers:

- Transport: We will work with families to identify transport issues and connect them with available community carpooling options or transport assistance where possible.

6. Addressing 'Late' Students

- Students and or caregivers need to come to the office when a child is late. The office admin will then update their attendance.
- Lateness is reviewed by the Principal to identify students with frequent lateness.
- The teacher contacts whānau to understand the reasons for absence.
- The school offers support to address any emerging barriers.

7. Data Monitoring and Plan Review

- Attendance data is reviewed regularly by the principal to identify students in the Irregular and Moderate absence categories.
- The Board of Trustees receives a termly attendance report.
- This plan will be reviewed annually by the Board of Trustees
- The board will revie its attendance policy every three years.

Ministry of Education Guidance:

- The Ministry of Education NZ provides a guide for schools and kura on managing student attendance.
- The Ministry of Education NZ refreshed attendance codes