



Individual Student Attendance activities

Individualised student responses to absence thresholds



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 school
- Follow School attendance management plan and associated policies and processes

School

- Clear communication to parents on attendance expectation
- 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
- Provide students with regular updates on their own attendance
- Report regularly to parents on attendance of their child via weekly automated report
- Use school level approaches to promote good social and learning environment
- Recognize and reward students who maintain attendance of 90% or greater.

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

School

- Send formal notification and contact parent/guardian to discuss reasons for absence
- Support students getting to school
- Support students to catch up missed learning where required
- Use in-school resources as appropriate to remove barriers e.g. counsellor, deans, Whakapiki te ora, school pick-up
- Where appropriate, refer to attendance services

Up to 15 days absence in a school term

Parents/Guardians

- Return students to regular attendance
- Attend meeting at the school to analyse reasons for absence and to collaborate on a support plan
- Implement strategies at home

School

- 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 student's absence
- Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed
- Use in-school resources as appropriate to remove barriers e.g. counsellor, deans, Whakapiki te ora, school pick-up
- Where appropriate, refer to attendance services

15 days or more of absence in a school term

Parents/Guardians

- Return student to regular attendance
- Engage in attendance improvement plan
- Participate in regular meetings

School

- 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
- At 20 days, notify parents and unenroll students who have not returned

Ministry of Education

Attendance Service

- › Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes:
 - › agreeing changes to be made,
 - › addressing some unmet basic needs impacting on attendance, and
 - › referring students to other services as necessary
- › Collaborate with schools so that
 - › they remain engaged as plans are developed and implemented, and
 - › they can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn

Regional and National teams

- › Facilitate involvement of other agencies
- › Support schools to access other education pathways for a student where appropriate
- › Consider system-wide initiatives for high-risk attendance
- › Reprioritise regional support resources to where most needed/effective
- › Undertake Ministry-led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools