

For students with less than 5 days absence in a school term - GOOD		
Actions	Who is Responsible	Outcome
<p><b>Recognition and Celebration</b> Acknowledge students with regular attendance through certificates, assemblies and newsletters. Include attendance achievements in student reports.</p> <p><b>Positive Reinforcement</b> Teachers and staff provide verbal praise and encouragement. Create a termly draw or prize for students meeting the attendance goal.</p> <p><b>Whaanau Engagement</b> Send positive communication home to whaanau acknowledging their support.</p> <p><b>Monitoring and Feedback</b> Track attendance data regularly to ensure students remain on track. Provide feedback to students on their attendance progress.</p>	<p><b>Classroom Teachers</b> Monitor daily attendance and encourage students. Nominate students for recognition and rewards.</p> <p><b>Admin Staff</b> Maintain accurate records and generate fortnightly attendance reports. Coordinate communication with whaanau.</p> <p><b>Principal</b> Approve and support recognition initiatives. Ensure alignment with school-wide attendance goals and Ministry requirements.</p> <p><b>Whaanau/Caregivers</b> Support regular attendance through routines and communication with the school.</p>	<p><b>Visible Recognition</b> Termly certificates awards at assemblies.</p> <p><b>Positive School Culture</b> Students feel proud of their attendance and motivated to maintain it. Attendance is seen as a shared responsibility between school and whaanau.</p> <p><b>Improved Engagement</b> Students with strong attendance are more engaged in learning and school activities. Whaanau feel valued and involved in their child's success.</p> <p><b>Data-Driven Support</b> Attendance data used to identify and support students who may be close to the threshold. Early intervention prevents minor absences from becoming patterns.</p>

For students with up to 10 days absence in a school term - WORRYING		
Actions	Who is Responsible	Outcome
<p><b>Early Identification and Monitoring</b> Use weekly attendance reports to flag students approaching or exceeding 10 days of absence. Track patterns (e.g., frequent Mondays/Fridays, illness-related absences).</p> <p><b>Initial Contact and Check-in</b> Teachers or pastoral staff initiate a friendly check-in with the student. Contact whaanau to understand reasons for absence and offer support.</p> <p><b>Supportive Conversations</b> Hold informal meetings with students to discuss attendance and any barriers. Use restorative practices to build trust and encourage open dialogue.</p> <p><b>Tailored Support Plans</b> Develop short-term attendance goals with the student. Offer support such as counselling, learning catch-up sessions, or mentoring.</p> <p><b>Whaanau Collaboration</b> Invite whaanau to participate in planning and support strategies.</p>	<p><b>Classroom Teachers</b> Monitor attendance and initiate early conversations. Maintain a welcoming classroom environment. Record interventions and communications accurately.</p> <p><b>Admin Staff</b> Check data integrity weekly (all rolls marked).</p> <p><b>Senior Leadership Team</b> Oversee implementation of attendance strategies. Record interventions and communications accurately. Ensure consistency and alignment with school policies and Ministry expectations.</p> <p><b>Whaanau and Caregivers</b> Engage in communication and support attendance goals. Share relevant information that may impact attendance.</p>	<p><b>Proactive Support</b> Students feel noticed and supported before attendance becomes a serious concern. Staff respond with empathy and solutions.</p> <p><b>Improved Attendance</b> Students begin to attend more regularly due to increased support and motivation. Absences decrease over time, especially when barriers are addressed.</p> <p><b>Stronger Relationships</b> Trust builds between students, staff and whaanau. Students and whaanau feel safe discussing challenges and asking for help.</p> <p><b>Data-Driven Decisions</b> Attendance data informs targeted interventions School leadership can evaluate the effectiveness of strategies and adjust as needed.</p>

<p>Provide resources or referrals to external agencies if needed.</p> <p>For students who have been absent for more than 5 days due to sickness, medical certificates will be requested and the school may engage the Public Health Nurse to provide support.</p> <p>If students have been absent for 5 days in a row, a medical certificate will be requested.</p> <p><b>Positive Reinforcement</b></p> <p>Recognise improvements in attendance with praise or small incentives.</p> <p>Celebrate progress publicly or privately, depending on student preference.</p>		
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For students with up to 15 days absence in a school term - CONCERNING		
Actions	Who is Responsible	Outcome
<p><b>Comprehensive Attendance Review</b></p> <p>Conduct a detailed review of the student's attendance history and patterns.</p> <p>Identify underlying causes (e.g. health, anxiety, family issues, disengagement).</p>	<p><b>Classroom Teacher</b></p> <p>Provide learning support and maintain a positive classroom environment.</p> <p>Contribute to the development and monitoring of the improvement plan.</p>	<p><b>Structured Support</b></p> <p>Students have a clear plan and know who is supporting them.</p> <p>Staff work collaboratively to address barriers and monitor progress.</p>
<p><b>Formal Meeting with Student and Whaanau</b></p> <p>Schedule a meeting involving the student,</p>	<p><b>SENCO</b></p> <p>Lead meetings and coordinate support</p>	<p><b>Improved Attendance and Engagement</b></p> <p>Students begin to re-engage with school</p>

<p>whaanau and key staff. Discuss barriers to attendance and co-develop a re-engagement plan.</p> <p><b>Individual Attendance Improvement Plan</b> Create a written plan with clear goals, timelines, and support strategies. Include academic catch-up, wellbeing support, and attendance targets.</p> <p><b>Referral to Support Services</b> Engage internal supports (e.g. SENCO) and external agencies (e.g., RTLB, social workers and health services). Ensure wraparound support is coordinated and culturally responsive.</p> <p>For students who have been absent for more than 10 days due to sickness, medical certificates will be requested and the school will engage the Public Health Nurse to provide support. If students have been absent for 5 days in a row, a medical certificate will be requested.</p> <p><b>Regular Monitoring and Follow-up</b> Weekly check-ins with the student to review progress and adjust support. Maintain ongoing communication with whaanau.</p>	<p>plans. Liaise with external agencies and monitor wellbeing.</p> <p><b>Admin Staff</b> Ensure accurate reporting to the Ministry and Attendance Service.</p> <p><b>Senior Leadership Team</b> Oversee implementation and ensure accountability. Approve referrals and manage escalations.</p> <p><b>Whaanau/Caregivers</b> Actively participate in meetings and support attendance goals. Communicate openly about challenges and progress.</p>	<p>and attend more consistently. Academic and social outcomes improve as attendance stabilises.</p> <p><b>Stronger Whaanau Partnerships</b> Whaanau feel heard and supported, leading to better collaboration. Trust and communication between home and school are strengthened.</p> <p><b>Accountability and Escalation Pathways</b> Clear documentation and procedures ensure accountability. Escalation is used appropriately when support efforts are exhausted.</p>
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<b>Escalation if Necessary</b> If attendance does not improve, follow school procedures for escalation. This may include formal letters, involvement of Attendance Services, or further agency referrals.		
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For students with 15 days or more absence in a school term - SERIOUS CONCERN		
Actions	Who is Responsible	Outcome
<p><b>Comprehensive Attendance Review</b> Conduct a full review of the student's attendance, wellbeing, academic progress, and previous interventions. Identify chronic patterns and contributing factors (e.g., mental health, family crisis, disengagement).</p> <p><b>Formal Intervention Meeting</b> Convene a formal meeting with the student, whaanau, senior leadership and relevant support staff. Include external agencies such as Attendance Service, Oranga Tamariki, or health professionals.</p> <p><b>Comprehensive Re-engagement Plan</b> Develop a detailed plan with clear attendance goals, timelines, and wraparound support. Include flexible learning options (e.g.</p>	<p><b>Classroom Teachers</b> Maintain a welcoming environment and provide differentiated support. Communicate learning progress and needs to support staff.</p> <p><b>SENCO</b> Lead the development and implementation of the re-engagement plan. Coordinate with external agencies and monitor wellbeing.</p> <p><b>Admin Staff</b> Maintain accurate records.</p> <p><b>Senior Leadership Team</b> Oversee the intervention process and ensure accountability. Authorise flexible learning arrangements</p>	<p><b>Intensive, Individualised Support</b> Students receive tailored interventions that address both academic and personal challenges. Staff and agencies work together to provide holistic care.</p> <p><b>Flexible Learning Pathways</b> Students may access alternative education, part-time attendance, or online learning to support re-engagement. Plans are responsive to student needs and circumstances.</p> <p><b>Improved Attendance and Wellbeing</b> With consistent support, students begin to attend more regularly and feel safer at school. Wellbeing improves as barriers are addressed.</p>

<p>part-time attendance, online learning, alternative education pathways).</p> <p><b>Multi-Agency Collaboration</b></p> <p>Co-ordinate with external services to address complex needs (e.g., housing, mental health, family support). Ensure culturally responsive and trauma-informed approaches are used.</p> <p>For students who have been absent for more than 15 days due to sickness, medical certificates will be requested and the school will engage the Public Health Nurse to provide support.</p> <p>If students have been absent for 5 days in a row, a medical certificate will be requested.</p> <p><b>Intensive Monitoring and Support</b></p> <p>Assign a key adult to check in with the student multiple times per week.</p> <p>Track attendance daily and adjust support as needed.</p> <p><b>Escalation and Legal Compliance</b></p> <p>If non-attendance persists, follow legal protocols including formal notifications and referrals to the Attendance Service.</p> <p>Document all actions and communications thoroughly.</p>	<p>and manage legal compliance.</p> <p><b>Whaanau/Caregivers</b></p> <p>Engage actively in meetings and support the re-engagement plan.</p> <p>Communicate openly about barriers and progress.</p> <p><b>External Agencies</b></p> <p>Provide specialist support and resources tailored to the student's needs.</p> <p>Collaborate with the school to ensure continuity of care.</p>	<p><b>Clear Documentation and Accountability</b></p> <p>All actions are recorded to ensure transparency and legal compliance. The school can demonstrate proactive efforts to support the student.</p>
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