School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance. Contact parents asap (ideally within 2 school days) and arrange a meeting for as soon as possible.

Pastoral care team meets fortnightly. Any attendance data related questions please contact Attendance Officer, absent@wdsg.school.nz .

Day-to-day operations			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	Form teacher Dean Associate Principal	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms. Work with parents and students, where appropriate.
Following up absences daily	Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents Follow-up daily with parents any unexplained absences	Administration team	Text based reminder to be sent from 10 am for all unexplained absences.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Dean/ Admissions/ Data Administrator (new students during year or not in year 9)	Use our “welcome to school” hui with whanau at beginning of year for year 9 students.
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with the Attendance Officer.

Students with less than 5 days absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Communicate with parents/caregivers Maintain contact details	Identify all student absences Communicate these to parents	Attendance Officer	Follow-up all absences to confirm reason for absence. No action taken
Provide students with regular updates on their own attendance	Provide regular reporting via online portals and classroom discussions	Form Teacher	Updates sent to students and parents through weekly notes
Report regularly to parents on attendance of their child	providing weekly notes on attendance to parents via email	Form teacher	Updates sent to students and parents through weekly notes
Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence. Any students, already on attendance list from previous term will be identified by the pastoral care team at their weekly meetings.			
Students with less than 10 days absence (5-9 days)			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parents to discuss reasons for absence and impact on learning	After 5 days send email to parent (use template). Phone contact to be used if this is not the first time student has met the threshold	Class/Form Teacher (Any concerns of next steps discussion options with year level dean.)	Record actions taken in FACTS. If there is no action taken due to individual circumstance- record this against student record. Follow-up to be within 2 school days of meeting the threshold.
Support students to catch up missed learning where required	Identify missed learning objectives and consider notes or activities to bring student back up to speed	Form Teacher	Discuss with student in form time- student to follow up with appropriate subject teachers. Check no internal assessments missed. (Yr11-13)
Use in-school resources as appropriate to Remove barriers e.g. counsellor, uniform, bus pass	Contact pastoral care team if barriers identified that the school could assist with	Dean/ Pastoral care team	Parents and student provided access to additional resources. Consider bus pass, uniform, counsellor/ nurse appointments
Between 5-9 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. **For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau.** **If there is no action taken due to individual circumstance- record this against student record.**			

Students with less than 15 days absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	Dean	Record actions taken in FACTS. If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	Dean	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan. and	Dean	Take action quickly where expectations aren't being met
Use in-school resources as appropriate to remove barriers and request support from as needed	Discuss with pastoral team what further supports are available	Dean	
Between 10-14 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. **If there is no action taken due to individual circumstance- record this against student record.**			
Students with greater than 15 days absence			
Activities	**Practice**	**Responsible Person**	**Notes & Actions**
Contact parent to escalate concerns	Further escalating email (use template)	Associate Principal	
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	Associate Principal with Dean	Plan to return student to regular attendance
Request support from Attendance Service or other agencies as needed Participate in multi-agency response	Refer to Ministry of Education attendance services or other agencies Support access to services and collaborating with specialists	Pastoral care team decision Associate Principal	Before referral check all previous actions like support plan are in place. Resources and supports will continue to be provided as appropriate Reintegration plan in place to return student to regular attendance
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Pastoral care team Associate Principal	Support plan in place Continue monitoring Steps taken to reintegrate student
Over 15 days absence, investigate reasons for this absence and refer to dean and/or pastoral team for further actions. Record all actions taken to address non-attendance. **If there is no action taken due to individual circumstance- record this against student record.**			