

Mangorei School Attendance Management Plan



**Less than 5 days
absence in a
school term**

Good chance of Success

What's our Plan here?

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 and maintain contact details of parents

Communicate to parents about every absence

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**

Less chance of Success

What's our Plan here?

Look at the patterns of absences and make decision if parent/guardian are contacted to discuss reasons for absence (If unjustified)

If Justified with Medical/Health reasons keep in contact with family on progress and offer support

As is school Policy a pattern of illness may result in the request of medical certificates

Use in-school resources as appropriate to remove barriers such as:

- Conversations with Classroom Teacher and discussion of in-class supports
- Resource Teacher of learning and Behaviour discussion if appropriate
- SENCO avenues explored if appropriate
- School Chaplain catch ups organised if appropriate

**Up to 15 days
absence in a
school term**

Hard to make progress

What's our Plan here?

Patterned absences unjustified and/or truant to have formal notification to parents and meeting held

Collaborate with family to develop and implement an improvement plan tailored to the reasons and circumstances around the child's absence

Those families who are in this category and have taken holidays in term time to be contacted and encouraged to lift attendance for remainder of year

Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed. Examples are:

- Conversations with Classroom Teacher and discussion of in-class supports
- Resource Teacher of learning and Behaviour discussion if appropriate
- SENCO avenues explored if appropriate
- School Chaplain catch ups organised if appropriate
- Contact Attendance services under advice and guidance if no collaboration from families

**15 days or more
absence in a
school term**

Very hard to make progress

What's our Plan here?

Make contact to arrange meeting with parents

Escalate and participate in multi-agency response with formal request made to Attendance Services

Monitor and adjust tailored improvement plan to support attendance

If there is refusal from whānau to engage with the school this may lead to Ministry-led prosecution, when considered appropriate if supports are offered and not taken up.