

# Kerikeri Primary School Attendance Management Plan

STAR Step	Absence Threshold Days Absent Per Term	School Response Aligned to the STAR Framework	Responsible Person/People
Universal	n/a – proactive	<p><b>School Communication on Attendance Importance</b></p> <ul style="list-style-type: none"> <li>● Blurb in the school newsletter frequently</li> <li>● Info in class newsletters (once a term)</li> <li>● Reminder when reports go live as attendance stats are visible here for whānau</li> </ul> <p><b>Following Up Absences Daily</b></p> <ul style="list-style-type: none"> <li>● Roll Taking by 9:10am and 1:35pm</li> <li>● Unexplained absence follow-up by Hero text</li> <li>● Second follow-up method if no answer (call or text)</li> <li>● Phone call to parents/whānau (from 11am) when time allows to determine the reason for absence.</li> <li>● All absences, explanations, and follow-up attempts are recorded in our Student Management System – Hero</li> </ul>	<p>Teachers, Office Admin, Team Leaders, AP, DP, Principal</p> <ul style="list-style-type: none"> <li>● Classroom teacher</li> <li>● Office Admin</li> <li>● Office Admin/AP</li> </ul>
STEP 1: GOOD	Less than 5 days	<p><b>Acknowledgement, Reinforcement, and Communication</b></p> <ul style="list-style-type: none"> <li>● <u>Clear Communication:</u> <ul style="list-style-type: none"> <li>○ Use Hero posts, newsletters ,website or other communication methods to set expectations and provide guidance to parents</li> <li>○ Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term</li> <li>○ Communicate to parents what steps the school will take in the event their child is absent from school</li> </ul> </li> <li>● <u>Ongoing Data Sharing:</u> <ul style="list-style-type: none"> <li>○ Attendance status is updated and accessible 24/7 by parents/caregivers via the Hero App.</li> </ul> </li> <li>● <u>Attendance Rewards:</u></li> </ul>	<p>Teachers, Office Admin, Team Leaders, AP, DP, Principal</p> <p>Office Admin</p> <p>AP</p>

		<ul style="list-style-type: none"> <li>○ Students achieving 90% or higher attendance in Week 1-5 and Week 6-10 will be given a juice reward</li> <li>○ Students achieving 90% or higher attendance in a term will be given an attendance certificate</li> </ul>	
<b>STEP 2: WORRYING</b>	<b>5 - 10 days</b>	<p><b>Communication with Home</b></p> <ul style="list-style-type: none"> <li>● <u>Contact Parents/Caregivers:</u> <ul style="list-style-type: none"> <li>○ Discuss attendance rate</li> <li>○ Understand reasons for absence and offer simple solutions</li> </ul> </li> <li>● <u>Offer Support:</u> <ul style="list-style-type: none"> <li>○ Reach out to see if the school can provide any support <ul style="list-style-type: none"> <li>➢ Free counseling options</li> <li>➢ Second hand uniform</li> <li>➢ Kai/food</li> <li>➢ A meeting to discuss any caregiver concerns</li> <li>➢ A meeting to create an individual attendance plan if whānau think this could be of support</li> </ul> </li> </ul> </li> </ul> <p><b>Use In-school Resources as Appropriate</b></p> <ul style="list-style-type: none"> <li>● Kai/food</li> <li>● Sensory Room</li> <li>● PB4L/Second Step</li> <li>● Reward charts</li> <li>● Individual timetables or IEPs</li> </ul> <p><b>Formal Notification and School Support</b></p> <ul style="list-style-type: none"> <li>● <u>First Formal Notification:</u> The school will issue a formal letter to parents/whānau (email or Hero)</li> <li>● <u>Phone Call/Message Left:</u> If deemed necessary, AP will phone to explain the letter</li> </ul>	<p>AP</p> <p>AP</p> <p>AP, DP, Principal, Teachers</p> <p>AP, Office Admin</p>

<b>STEP 3: CONCERNING</b>	<b>11 - 15 days</b>	<b>Attendance Plan and External Engagement</b> <ul style="list-style-type: none"> <li>● <u>Second Formal Notification:</u> The school will send an escalated formal letter and arrange a formal meeting (AP, parent/whānau) to collaboratively develop a tailored individual attendance plan. <i>(Note: if overseas, letter will be slightly different and no meeting set as unable to do so)</i></li> <li>● <u>Most Appropriate External Agencies Notified:</u> <ul style="list-style-type: none"> <li>○ Attendance Service (via MOE's ASA system - lodge a UA referral)</li> <li>○ Rock-On Hui (meeting every 5-6 weeks)</li> <li>○ Local police officer who supports school attendance</li> </ul> </li> </ul>	AP, Appropriate Agencies
<b>STEP 4: SERIOUS CONCERN</b>	<b>16+ days</b>	<b>Intensive Multi-Agency Response</b> <ul style="list-style-type: none"> <li>● <u>Final Warning Notice:</u> The school will send a formal letter and arrange an urgent multi-agency meeting. We will implement and monitor an intensive attendance plan. If support is offered and not taken up, the school may escalate the concern to the Ministry of Education for further action, which can include prosecution for irregular attendance.</li> <li>● After 20 days of consecutive unexplained absence, a NENS will be completed with AP and Office Administrator with Principal approval.</li> </ul>	AP, Principal, Appropriate Agencies