



Day - To - Day

EVERYDAY

Teacher takes daily attendance
Using proper codes
Saves to ETAP

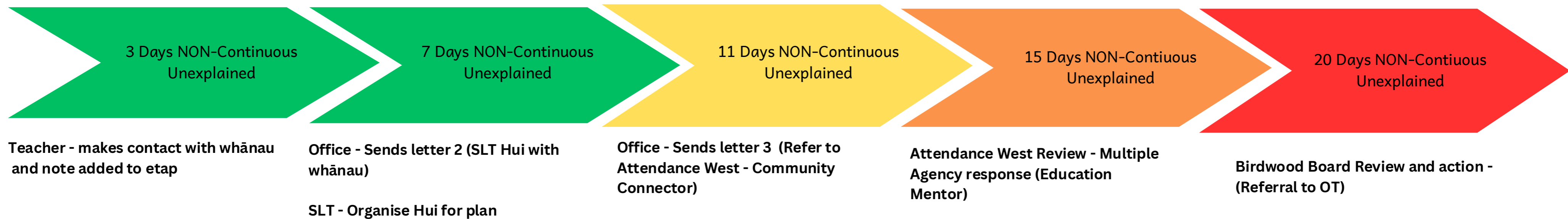
Office Staff
Check Class Roll and contacts to
advise of absence if unknown. Update
Code if contact made with whānau

Teacher
Checks any notes from ETAP and
updates codes

**Every Absence
Should be
EXPLAINED**

1. Enter the explanation
2. Apply the correct code
3. Record any future absence

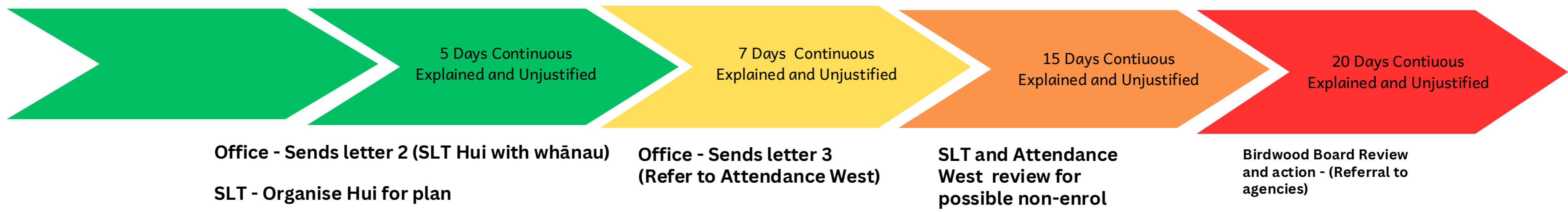
Response to NON CONTINUOUS UNEXPLAINED



Response to CONTINUOUS UNEXPLAINED



Response to CONTINUOUS UNEXPLAINED AND UNJUSTIFIED



What we do @ Birdwood School

Because of the unique nature of our kura, The Birdwood School Board Approved offsite learning to be:

- Whānau Conversation Days (Work provided for off site)
- Transition to school (If needed but needs a plan with it alongside outside providers i.e MOE) and transition visits to another school
- Matatini
- Tangi and Other cultural group funerals
- Health Camps
- Organised school trips i.e. Camps
- Engagement in Cultural Practices i.e. Eid
- Waitangi Celebrations and Events
- Iwi celebrations i.e Matariki
- Koroneihana
- Emergency Situations where the school is temporarily closed and students are working from home

Internal Incentives to promote attendance

- Student of the Week
- Attendance - Bike Draw
- Class of the Week
- Kindness Trophy
- Termly 100% Attendance Awards
- Intermediates Tech on Mondays
- Engaging learning programmes with staff who build strong relationships

Internal Support for whānau that Birdwood School Provides

- Breakfast
- Fruit in schools
- MOE Lunch Programme
- Kids can for shoes, socks and jackets
- Public Health Nurse
- Swis
- Access to multiple agencies that can provide
 - stationery
 - clothing
 - Kai

Attendance Code Decision Tree



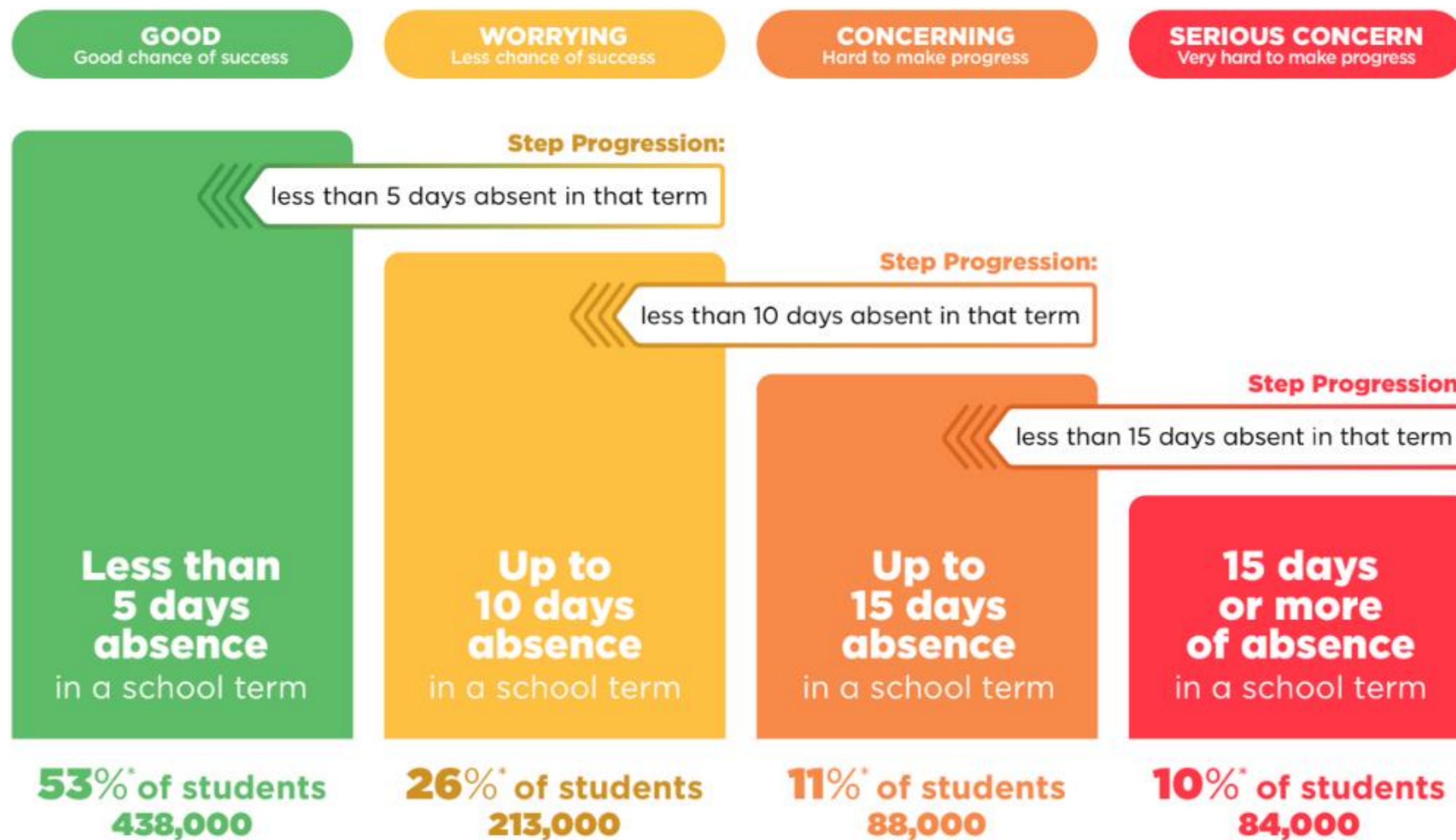
For more information visit: education.govt.nz/attendance-register

(S) Secondary schools only

Stepped Attendance Response – STAR

Responding to all absences

The Government's target is for **80%** of students to attend regularly, that is to attend school more than **90%** of the time.



* These approximate numbers of students are based on the numbers of students in the regular attendance categories in Term 2 2024.

Stepped Attendance Response – STAR

Responding to all absences

Day-to-day operations

Schools:

- Assess attendance history of new students
- Survey students and parents to support effective teaching practice and engagement
- School Leadership and Boards actively minimise disruptions to the school day and week e.g. parent/teacher meetings held after school

Ministry of Education:

- Convene termly meetings for leaders from local schools and relevant agencies to discuss students with serious attendance concerns where a multi-agency response is required
- Prepares templated materials for schools to adapt and use to promote or respond to attendance
- Provide attendance data reports for individual schools and Kāhui Ako
- Provide schools with a regularly updated list of agencies that schools can work with to support students
- Contract supports and services that are effective at returning students to regular attendance (e.g. Attendance Service)

Less than 5 days absence in a school term

PARENTS/GUARDIANS

Ensure attendance:

- Encourage good attendance habits
- Support other parents to encourage good attendance habits
- Open communication with school
- Follow school attendance management plan and associated policies and processes

SCHOOLS

- 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
- Communicate to parents about every absence
- Maintain contact details of parents
- Provide students with regular updates on their own attendance
- 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

MINISTRY OF EDUCATION

- Monitor that schools have their attendance policy and attendance management plan on website and it is reviewed as required
- Monitor aggregate data and attendance patterns to identify challenges and opportunities at regional and national levels
- Maintain regular contact with schools and support policy development and interventions/supports
- Support schools to be inclusive and safe

53% of students. 438,000

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

SCHOOLS

- Send formal notification and contact parent/guardian to discuss reasons for absence
- Support students to catch up missed learning where required
- Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PB4L

MINISTRY OF EDUCATION

- Support school with formal notification where required

26% of students. 213,000

Plus previous responses



Stepped Attendance Response – STAR

Responding to all absences

Up to 15 days absence in a school term

PARENTS/GUARDIANS

- Return student to regular attendance
- Attend meeting at the school to diagnose reason for absence and to collaborate on a support plan
- Implement strategies at home

SCHOOLS

- Send escalated formal notification to parents
- Hold meeting to diagnose reason for absence and to collaborate on a support plan
- Develop and implement a plan tailored to the diagnosis and circumstances around the child's absence
- Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed

MINISTRY OF EDUCATION

- Identify schools with a significant proportion of students at amber level and offer additional support
- Facilitate multi-agency response and support school to implement and monitor improvement plan
- Promote resources and services to support schools to return students to regular attendance
- Identify and respond to localised barriers
- Monitor regional interventions
- Facilitate involvement of other agencies
- Reprioritise regional support resources to where most needed/effective
- Develop new initiatives/policies if needed
- Support parent/guardian and school to resolve conflict if needed

11% of students. 88,000

Plus previous responses



15 days or more absence in a school term

PARENTS/GUARDIANS

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

SCHOOLS

- 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

MINISTRY OF EDUCATION

- Identify schools with a significant proportion of students at red level and offer additional support
- Facilitate multi-agency response and support school to implement and monitor improvement plan
- Provide direct support to parents where required
- Coordinate regional response where required
- Consider system-wide initiatives for high-risk attendance
- Undertake Ministry-led prosecution if supports are offered and not taken up
- Support schools to undertake school-led prosecution as and when requested by schools

10% of students. 84,000

Plus previous responses

