



Te Kura Whaiora ki te Tonga | Southern Health School - Attendance Management Plan and supporting STAR procedures

Strategic Priorities

Regular school attendance is important for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.

As a specialist school catering for young people who are unable to attend their regular school due to illness, a pattern of non-attendance due to illness at school is one of the criteria for enrolment at SHS. Students do not participate in a full time programme of learning but will generally be scheduled to attend at least two one hour sessions each week.

Our priority is to support young people to attend these scheduled learning sessions while ensuring we act in accordance with their treatment plan and immediate health needs.

Board responsibilities

The board is responsible for taking all reasonable steps to ensure that our students attend scheduled learning sessions.

The board will comply with the provisions in the legislation in relation to student attendance by:

- having a commitment to support students to attend scheduled sessions
- having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing this attendance management plan on the school's website.

Principal responsibilities

The principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensuring that student absence is investigated, actions are taken and records are kept. Actions taken align with the thresholds
- ensuring all students, whanau and staff understand the processes and procedures that support student attendance
- reporting to the board on any trends, barriers to attendance and interventions being used to support student attendance.

Procedures/supporting documentation

Attendance management Procedure - Stepped Attendance Response (STAR)- see below

Monitoring

The principal will maintain reporting of daily attendance data.

The board will receive termly attendance reporting. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board's consideration.

Legislative compliance/ Legislation

[Education and Training Act 2020](#)

[Education Attendance rules](#)

[Education Attendance Management Plan regulations \(yet to be passed\)](#)

Attendance Management Procedure- Stepped Attendance Response

We recognise the importance of regular attendance to help our students engage with and maintain their learning, and to prepare them to transition back to their school of enrolment or into further education or training.

Our attendance procedures ensure students are accounted for during scheduled learning sessions. This allows school staff to identify and respond to student attendance concerns.

We have a stepped attendance response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance.

We have annual targets for student attendance and work with students, parents and caregivers, staff and external agencies, where necessary to improve our levels of student attendance.

Parent/Whanau responsibilities

- ensure students attend all scheduled learning sessions, as they are able
- reinforce good attendance habits
- open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedures.

School responsibilities

- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term
- communicate to parents what steps the school will take if the student is absent from scheduled sessions
- monitor student attendance
- provide students with regular updates on their own attendance
- report regularly to parents on attendance of their child.

School Procedures

The principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register and the follow-up procedures for non-attending students.

Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Teachers are responsible for:

- recording student attendance for each scheduled session in the electronic student management system (SMS)
- recording student attendance for the rest of each week, using the Ministry of Education attendance codes in the SMS
- maintaining accurate and up-to-date records and supporting the attendance systems.
- monitoring and follow-up on lateness and other attendance issues
- ensuring that parents are informed of a student's non-attendance and of any other attendance concerns. Team leaders and relevant personnel will be kept informed of serious student absence situations.

Parents will receive student attendance data from teachers via email and phone calls. Attendance will be recorded on students' individual learning plans.

Outside agencies and a student's health care provider will be used as appropriate to support attendance.

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by Team Leaders and SLT termly to review outcomes and effectiveness of these interventions

Attached is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in our SMS.

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. Parents/caregivers/whānau will be contacted via phone or text by the teacher if a student does not attend a scheduled teaching session.

Teachers will discuss any concerns around attendance with their Team Leader at their regular fortnightly meeting. For any attendance data related questions please contact your child's teacher or Deputy Principal - Ange Botherway.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	<p>The health needs of students will take precedence over attendance requirements.</p> <p>Students will attend scheduled sessions when they are well enough to do so.</p> <p>Set expectations, procedures and follow-up steps the school will take when a student is absent from a scheduled lesson.</p> <p>Use enrolment meetings, enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents.</p>	<p>Team Leader</p> <p>Teacher</p> <p>School leadership</p> <p>School board</p>	<p>Expectations and guidance for parents published on our school website.</p> <p>Expectations for student attendance, and communication and steps that will be taken to address attendance included in enrolment forms.</p> <p>Work with parents, students, and health care professionals where appropriate.</p>
Following up absences daily	<p>Identify all student absences and communicate these to parents</p> <p>Follow-up daily with parents around any unexplained absences.</p>	Teachers	Teacher will text or phone home as soon as a student does not arrive for a scheduled session.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning.	School leadership	Professional learning will be scheduled to minimise the impact on teaching sessions.
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Team Leaders	Use our "enrolment procedures" checklist to ensure attendance is discussed at enrolment meetings.
Escalate attendance issues as needed Develop support plans.	Seek guidance from the health team and access more support as needed from appropriate support agencies.	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with your Team Leader.

Students absent for 50% or more of scheduled teaching sessions over a three week period. NB: individual circumstances are considered in every case in consultation with the enrolment team (Teacher, Team Leader, Line Manager, Deputy Principal Enrolments).

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Ensure contact details are kept updated	Identify all student absences Communicate these to parents Communicate concerns to Team Leader	Teacher Team Leader	Follow-up all absences to confirm the reason for absence. Consideration must be given to health conditions and circumstances. No further action taken.
Provide students with regular updates on their own attendance	Provide regular reporting during teaching sessions	Teacher	Updates sent to students and parents through regular communications.

All absences need to be followed up to ensure the correct code is recorded against the absence.

Students absent for 50% or more of scheduled teaching sessions over a five week period, or non-attendance over a three week period NB: individual circumstances are considered in every case in consultation with the enrolment team.

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to arrange a meeting to discuss reasons for absence and impact on learning.	Meeting time and place arranged and confirmed with parent via email. Discuss options with Team Leader.	Teacher Team Leader	Record actions taken in SMS
Contact health team to discuss health considerations.	Seek advice from health team as to most appropriate response to absence.	Teacher	Record outcome of communication with health team in SMS.
Hold meeting with family and student to develop an Attendance Support Plan, with input from the health team, that is tailored to the reasons and circumstances around the child's absence.	Plan is developed based on input from student, parents/caregivers, health team and teacher. Plan is circulated via email and clear accountabilities identified.	Teacher Team Leader	Upload Attendance Support Plan to SMS. Provide a copy to parents and health provider. Liaise with Team Leader
Investigate barriers to attendance and explore solutions.	Contact Korowai (Wellbeing) Team if barriers identified that the school could assist with.	Teacher/Korowai (Wellbeing) team care team	Implement solutions identified, as appropriate.
Adjust individual learning plan as appropriate to support achievement of learning goals.	Evaluate ILP progress and adjust as necessary.	Teacher	Discuss with student in the next teaching session. Check no assessments missed eg. CAAs. (Yr10-13)

Absent for 50% or more of scheduled teaching sessions, investigate reasons for absence and implement Attendance Support Plan. If there is no action taken due to individual circumstance- record this against student record. Student discussed with Team Leader.

Students absent for 50% of scheduled sessions over 7 weeks, or non-attendance over four weeks NB: individual circumstances are considered in every case in consultation with the enrolment team.

Activities	Practice	Responsible Person	Notes & Actions
Check in with family	Teacher phones family to check circumstances and follow up on accountabilities outlined in Attendance Support Plan. Information shared with Team Leader and school leadership.	Teacher Team Leader School leadership	Record actions taken in SMS. If there is no action taken due to individual circumstance- record this against student record. Team Leader informed.
Contact health team	Seek advice from health team as to most appropriate response to absence.	Teacher with support of TL if required.	Record outcome of communication with health team. Respond in accordance with advice given.
Family contacted	Teacher/Team Leader, in consultation with school leadership, phones the family to outline process from here.	Teacher/Team Leader	Record action taken in SMS. Teacher and Team Leader informed.
Formal Letter sent	Non-engagement letter is sent to family, outlining consequences of further non-attendance.	Team Leader	Copy of non-engagement letter attached to SMS
Request support from other agencies as needed Participate in multi-agency response	Refer to other agencies Support access to services and collaborating with specialists	School leadership, team leader, teacher, as appropriate.	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
Absent for 50% or more of scheduled sessions over 7 week period or non-attendance over 4 weeks, investigate reasons for this absence. Record all actions taken to address non-attendance. Formal notification given. If there is no action taken due to individual circumstance- record this against student record.			
Students absent for 50% or more of scheduled sessions over 9 weeks or more than 12 consecutive sessions. NB: individual circumstances are considered in every case in consultation with the enrolment team.			
Activities	Practice	Responsible Person	Notes & Actions
If no engagement, or improvement in engagement then...	Either: Follow up with a phone call from School Leadership. Or: Continue to monitor attendance as appropriate to Attendance Plan Steps.	School leadership Teacher Team Leader	Record actions in SMS.
Phone call to parents to notify them that their child's enrolment has been withdrawn	Teacher/Team leader, in consultation with school leadership, phones the parents. Face to face meeting is offered. Opportunity for re-enrolment at a later date discussed.	School leadership (if appropriate) Team leader Teacher	Record actions in SMS. Meeting arranged if requested. The process of withdrawing the student is initiated. If there is no action taken due to individual circumstance- record this on student record.

<p>If a decision to withdraw a student from Southern Health School is made, the school of enrolment (SOE) is notified, ILP completed and circulated.</p> <p>Grounds for withdraw would include</p> <p>a) unwillingness to engage with SHS.</p> <p>b) health factors that mean student is unable to engage with SHS.</p>	<p>The teacher conveys information to contact at SOE.</p> <p>Formal letter sent from SHS to SOE which will determine next steps according to their Attendance Plan. This may involve Ministry of Education attendance services or other agencies.</p> <p>ILP completed and sent to parent/caregiver, SOE, health provider.</p>	<p>Teacher & Admin team</p> <p>School leadership.</p> <p>Teacher.</p>	<p>Record of interactions and documentation stored in SMS.</p> <p>Students who have been withdrawn as a result of non-attendance due to illness will have access to streamlined enrolment process should they wish to be readmitted.</p>
<p>Students absent for 50% or more of scheduled sessions over 9 weeks or more than 12 consecutive sessions. If student unwilling or unable to attend, consider unenrolment. If there is no action taken due to individual circumstance- record this against student record.</p>			