



# St John's School (Mairangi Bay)

## Attendance Management Plan

### STUDENT ATTENDANCE

#### Every Day Matters

Regular attendance at school is important to a child's success and there is a clear connection between regular attendance and social and academic progress. Through regular attendance students gain the full benefit of their education, building crucial knowledge, strong social skills, and a true sense of belonging to their school community.

#### Parent Responsibility and Expectations

Parents have a legal responsibility for ensuring that their child attends school every day (Education and Training Act, s36 and s244). As required by the Education and Training Act 2020 (s35), students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and the Ministry of Education. The Board takes all reasonable steps to ensure all students enrolled at St John's School attend school when it is open (Education and Training Act, s36).

We expect parents/guardians to:

- Understand the importance of regular school attendance as it sets high expectations for achievement,
- Know their legal responsibilities to ensure their child regularly attends school,
- Ensure that their child attends school every day they are able to,
- Ensure that their child arrives at school before the 8:50am bell,
- Ensure that their child is collected before 3:10pm unless attending an organised event or sports practice,
- Notify the school as soon as possible if their child is going to be late or absent for every day that the child is away either by phoning the School using the answer phone system, informing the school by leaving their child's name, room number and a message, using the absentee reporting facility on the school website or by emailing [office@sjmb.school.nz](mailto:office@sjmb.school.nz)
- Arrange appointments and trips outside school hours or during school holidays where possible, and,
- Work with the school to manage attendance concerns.

#### School Commitment

At St John's School we are committed to working with our families and whānau to achieve this goal, as providing the best possible education to our students is fundamental to our Catholic Character and the shared responsibilities of the family, whānau, and the school. St John's School records and monitors attendance using set attendance procedures. We utilise the Ministry's Stepped Attendance Response (STAR) framework to ensure a consistent and proportionate response is taken to address all non-attendance and remove barriers to regular attendance.

The School will:

- Develop clear written procedures on student attendance that set high expectations and are communicated to parents
- Monitor student attendance, keep accurate records, and ensure that all staff understand and can follow these procedures
- Follow up on any unexplained absence
- If a parent asks for their child to be excused from certain areas of the curriculum for religious or cultural reasons the Principal reviews these requests and considers the preferences of the student. In these circumstances, the school will provide supervision for any students who do not participate in certain areas of the curriculum.

- Be open for a set number of half days each year as designated by the Ministry of Education. A half day is defined as two or more hours before noon or two or more hours after noon. In exceptional circumstances the Board would need to work through the Ministry of Education for less half days per year i.e. disaster.
- At the end of each term a paper copy of the Term Attendance Registers for each classroom will be printed and archived (for seven years).

## ATTENDANCE PROCEDURES

St John's School records and monitors attendance using set attendance procedures. These attendance procedures ensure students are accounted for during school hours and activities as well as emergency events. This allows school staff to identify and respond to student attendance concerns.

### Daily Monitoring of Attendance

1. On commencing school, a student is entered onto the school's Student Management System (SMS) database.
2. A student is placed in a class, and the class list is recorded on the Electronic Attendance Register (eAR) which is stored on the SMS.
3. The class teacher records the attendance of each pupil in their care at the time twice daily – 9:00am and 1:30pm.
4. In the case of classes being split across the school, the teacher is responsible for informing the office of the attendance for all students in their room at the time attendance is taken. This can be done via email or on a paper roll sent to the office (see point 7).
5. The codes for teachers marking the roll are as follows:
  - ? = not in class – this is a temporary code which is followed up by the office.
  - P = present
6. Teachers do not change a code that has been entered by the office staff prior to the roll being taken.
7. If unable to electronically access the SMS, attendance is recorded on a paper attendance roll. This roll must include the name of the teacher or person in charge who took the roll and the date. It is then taken to the office. The office secretary will enter the data into the eAR. The hard copy of the roll will be filed and retained until the end of the current school year.
8. Absences noted on eAR are matched by the School Office against absences notified by caregivers.
9. Administration staff will use Ministry-approved attendance codes to record student attendance. The attendance codes and guidance are designed to support schools and the Ministry to:
  - distinguish between presence, justified absence and unjustified absence
  - provide high-level indicators to support monitoring of trends and patterns
  - support school attendance activities e.g. tracking the location of students.
10. The codes for administration staff marking the roll are as follows (in addition to ? and P):
  - L = a student arrives late to school but prior to 9:30am
  - D = a student is temporarily out of school at an appointment (medical, legal or an appointment that could not have reasonably been made outside of school hours)
  - Q = engaged in Board approved learning offsite (including offsite activities organised by the school)
  - M = school has been informed there is a medical reason for absence; child is sick
  - U = A child has been formally stood down or suspended
  - J = The Principal has approved the child's absence
  - T = Following unsuccessful attempts to contact parents, a child is absent

G = Child is on holiday (domestic and international) during term time

E = Parents have explained the absence, but it is not approved by the Principal

Or another Ministry of Education Attendance Code.

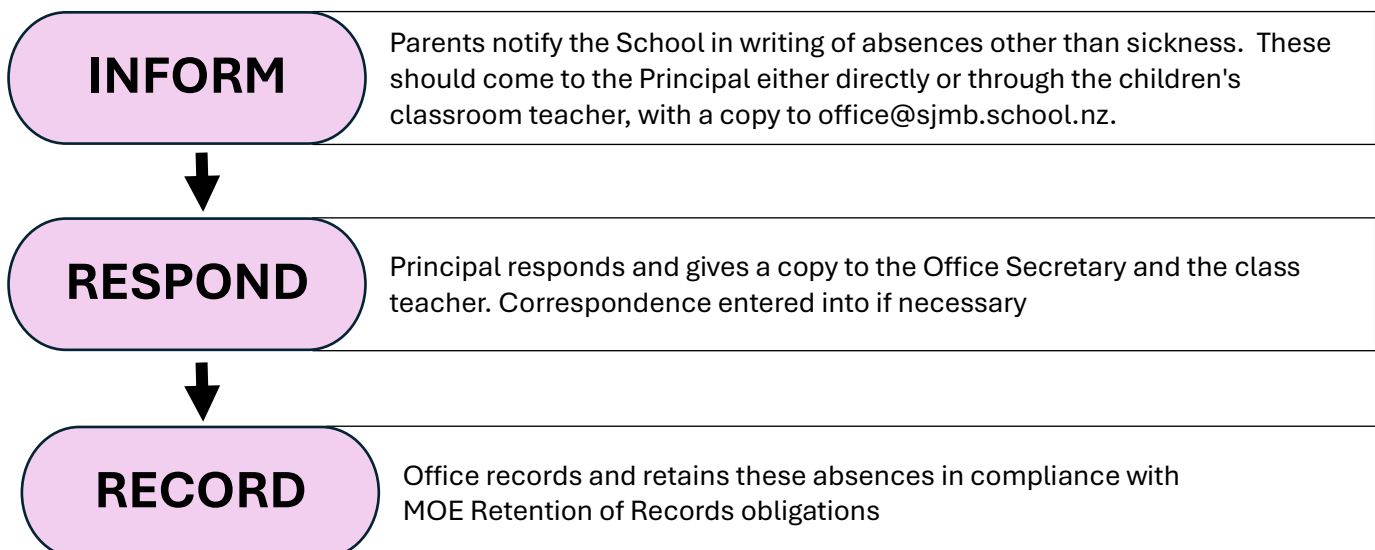
11. The Principal is vested with the professional authority, delegated by the School Board as part of the day-to-day management of the school, to make a discretionary call regarding the classification of student absences. This decision involves applying professional judgement to the specific circumstances of each case against the school's policy and the overarching Ministry of Education attendance guidelines. It is through this exercise of professional discretion that the Principal determines the appropriate classification of an absence as either justified or unjustified, ensuring both consistency and support in upholding the school's culture of regular attendance.
12. When offsite on a school organised activity, the teacher or staff member in charge is responsible for ensuring that attendance data is accurate. In the case of a child arriving late or leaving early the staff member in charge must electronically update eAR or inform the office via email or phone.
13. Where children are absent without notification to the School and in the interests of the children's safety, the School will make every effort to contact the parents by phone immediately after the roll has been completed at 9:00am. The result of the call is noted in eAR using the before mentioned codes by the office.
14. Where the primary caregivers for a pupil with an unaccounted absence have not been spoken to by the School Office, a message will be left where there is a facility to do so (voice mail or email), and a continued effort to contact all/any caregivers on record will be made by the Office during school hours.
15. St John's School shares attendance data with the Ministry of Education daily.
16. The end of year written report will inform parents of the level of their child's attendance as a percentage.

#### **Student Arrivals After the 8:50am Bell**

If a child arrives at school late or arrives to the classroom after the roll has been submitted must report to the Office and collect a printed slip issued by the Vistab electronic system.

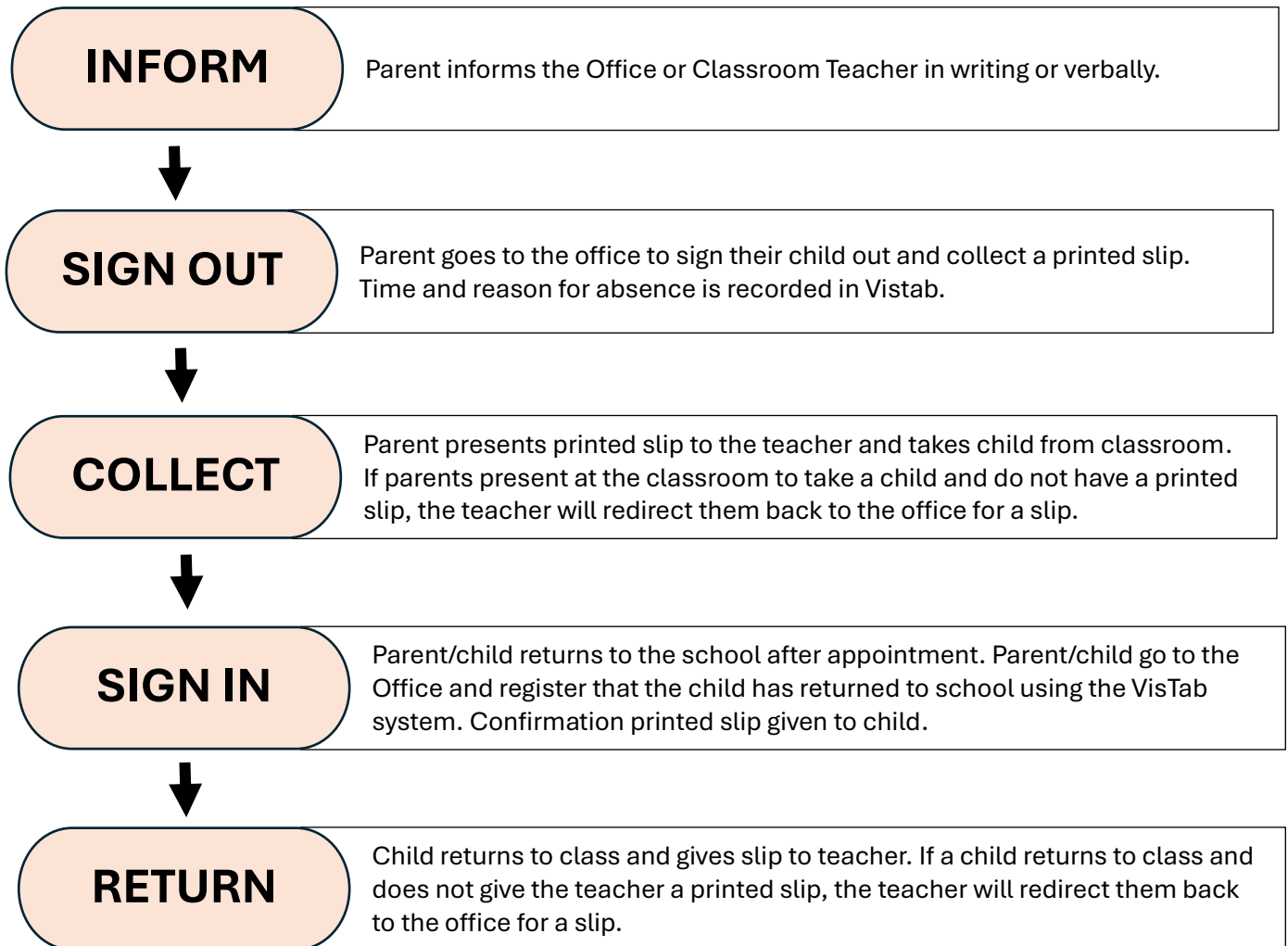
- 1) If a child arrives at school late they report directly to the office and sign in using the Vistab system. The child takes the printed slip to inform their teacher they have been signed in by the Office.
- 2) If a child arrives at the classroom after the roll has been submitted, the classroom teacher does not stop teaching and record their lateness. They will be sent to the Office to sign in using the Vistab system. The child takes the printed slip to inform their teacher they have been signed in by the Office.
- 3) The office regularly 'syncs' VisTab and eTAP for late arrivals prior to following procedures regarding absences.

#### **Requests for Student Absence from School other than for Sickness**



## Students Leaving the School During School Hours

Students are not allowed to leave the school during school hours unless permission is requested by parents/caregivers and given by the school. Children leaving the school during normal school hours must be signed out using the digital Vistab system at the School Office.



## Children Attending Alternative Education

Parents wishing their child to attend alternative education offsite must apply and discuss this with the Principal. If agreed to, the Principal will complete and return permission forms to the alternative education provider. A hard copy of the completed form will be retained by the Principal until the end of the current year.

To monitor the attendance of students when attending alternative education off site, the Principal or Deputy Principal will make contact with the education provider, requesting that they inform the school if the student does not attend. The school will request that the alternative education provider send a term report showing attendance at the end of each school term. These will be retained until the end of the current school year.

## STEPPED ATTENDANCE RESPONSE FRAMEWORK

At all times the actions of the school and caregivers toward the monitoring and management of children's attendance and absence should be in good faith and with the children's welfare at heart and based upon Christ's Gospel values.

Regular attendance is crucial for your child's learning and wellbeing.

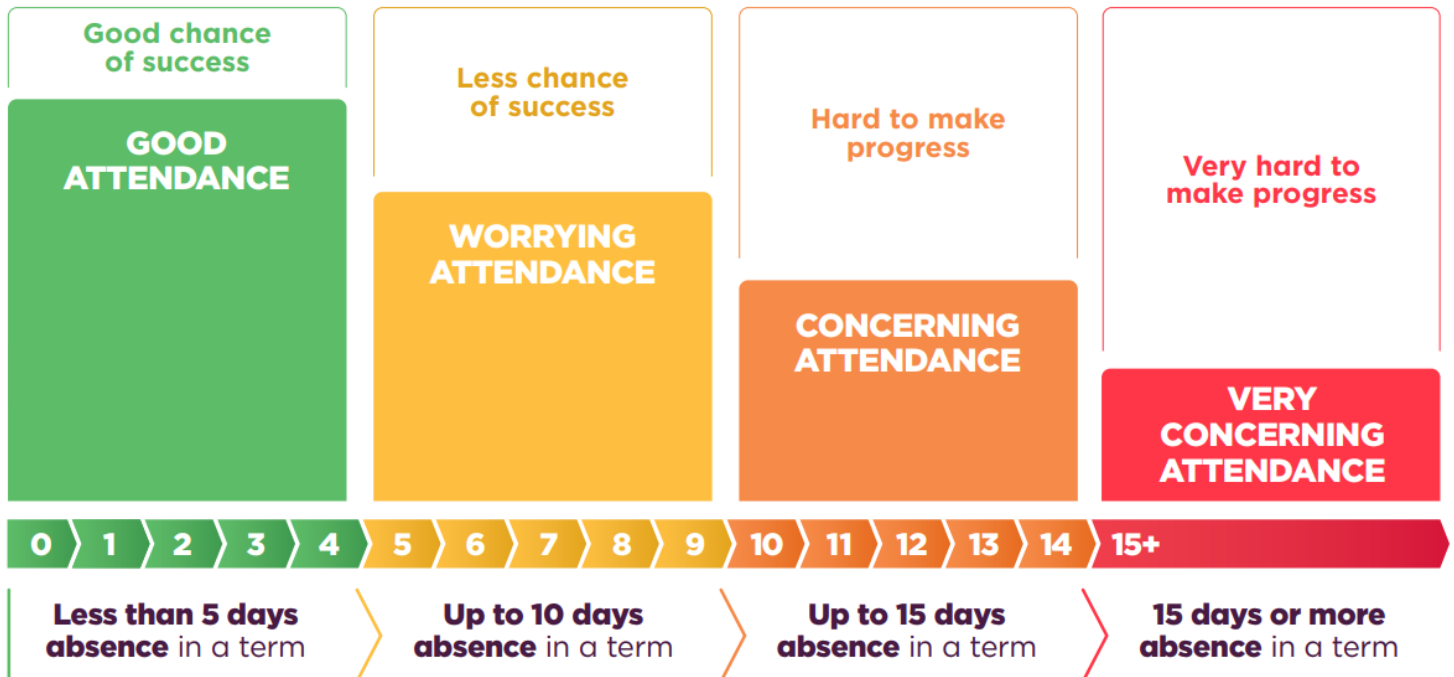
Open communication with the school is essential.

Early intervention helps prevent prolonged absences.

Support is available; don't hesitate to seek assistance.

The Principal is informed of all absences through the SMS and monitors student attendance through this.

In a case where, for some reason, the class teacher is concerned at the unexplained absence of a student, they will inform their Team Learning Leader. In a case where, for some reason, the Team Learning Leaders are concerned at the unexplained absence of a student, they will inform the Principal.



## PARENTS

<p>Encourage good attendance habits.</p> <p>Ensure your child is attending school everyday.</p> <p>Follow School Attendance Procedures.</p> <p>Make appointments outside of school time wherever possible.</p> <p>Report every day to the office as to why your child is away.</p> <p>Inform the school if your contact details change.</p>	<p>Contact School to discuss reasons for absence.</p> <p>Seek support from your classroom teacher or school leadership if you are struggling to get your child to school.</p> <p>Support your child to catch up on missed learning.</p>	<p>Return your child to regular attendance.</p> <p>Attend a meeting at the school to diagnose the reason for absence and to collaborate on a support plan.</p> <p>Implement strategies at home.</p>	<p>Return your child to regular attendance.</p> <p>Engage in an improvement plan.</p> <p>Participate in regular meetings.</p>
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**Less than 5 days absence** in a term

**Up to 10 days absence** in a term

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

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

## THE SCHOOL

<p>parents about attendance expectations on enrolment and every year.</p> <p>Maintain accurate contact details for parents.</p> <p>If the school does not hear from you they will contact you.</p> <p>If the school does not hear back from you, your child will be marked truant.</p>	<p>parents letting them know that their child has reached 5-9 days absence.</p> <p>The Principal will contact the parents to discuss reasons for absence.</p> <p>Any assistance to support their child's attendance will be offered.</p> <p>In-school support for any child struggling to get to school.</p> <p>Outside support will be accessed at parent's request.</p>	<p>notification to parents.</p> <p>Hold a meeting at the school to diagnose the reason for absence and to collaborate on a support plan.</p> <p>If possible, remove any barriers to support the child attending and, if needed, request help from the Ministry of Education and other agencies.</p>	<p>and make contact to arrange a meeting with parents.</p> <p>Escalate multi-agency response.</p> <p>Participate in multi-agency response.</p> <p>Implement and monitor improvement plan.</p>
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## THE MINISTRY OF EDUCATION

### ATTENDANCE SERVICE

- Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes;
  - Agreeing changes to be made
  - Addressing some unmet basic needs impacting on attendance, and
  - Referring students to other services as necessary
- Collaborate with schools so that;
  - They remain engaged as plans are developed and implemented, and
- They can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn

### REGIONAL AND NATIONAL TEAMS

- Facilitate involvement of other agencies
- Support schools to access other educational pathways for a student where appropriate
- Consider system-wide initiatives for high risk attendance
- Reprioritise regional support resources to where most needed/ effective
- Undertake Ministry led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools