



Holy Trinity Catholic Primary School

Learn Love Serve

Ka Ako Ka Aroha Ka Manaaki

STAR

(Stepped Attendance Response)

Procedures

Students with less than 5 days absence - per term

Clear communication and information to parents on enrolment of their child, at the start of each new school year and each new school term, of the school's expectations for regular student attendance

- ❖ *The Senior Leadership Team (SLT) meets with parents/caregivers/whanau of every child that is enrolled in our school, At this interview, school personnel outline the expectations held by school and the Ministry of Education for regular student attendance*
- ❖ *Student attendance requirements is shared in hard copy and digital copy*

Clear communication and information to parents of the school's Stepped Attendance Response - what steps school will take when a student is absent

- ❖ *The Senior Leadership Team discusses and shares the day to day steps taken when a student is absent*

Expectations and guidance information on promoting and developing regular attendance habits is shared with parents/caregivers/whanau and students at every opportunity

- ❖ *Regular newsletter items, Assembly items and website information promotes the importance of regular school attendance*

Student attendance is monitored twice daily

- ❖ *Learning Community rolls are marked on HERO (Student Management System) by 9:15am and 1:45pm each day*
- ❖ *Ministry of Education attendance codes are used to denote type of absence*
- ❖ *Office Administration personnel monitor absences*

Communicating with parents/caregivers/whānau about absences

- ❖ *Every day Office Administration personnel contact by phone and/or email, families of students with unexplained absences*
- ❖ *After x 3 days of unexplained absence, a SLT member is informed. SLT contacts the family by phone and/or email*
- ❖ *If still no response, SLT will begin to check in with other family members, emergency contacts, home visit etc for further investigation*
- ❖ *After x 5 days/one week of no contact/response, SLT will commence an Attendance Service application*

Students up to 10 days absence - per term

Contact family/whānau to discuss reasons for absence with formal notification sent

- ❖ *The Senior Leadership Team to phone, send email or to meet with family/whānau in person to discuss attendance absences.*
- ❖ *To identify and action any barriers to students being absent*

Support students with missed 'learning' as required

- ❖ *Access to google classroom programme, ixl, PMecollections licenses. HTCPS refreshed google site to be shared with family/whānau*

Use of resources internal and external to provide appropriate support and removal of any barriers to attendance

- ❖ *Access to Social Worker in School (SWiS), Kia ora Ake programme, St Vincent de Paul, Catholic Social Services, Great Potentials Family Services, etc to address and action any barriers to attendance*
- ❖ *Ensure basic school needs are being met and are available to the family/whānau e.g, uniform, school bag, lunches, stationery, transport to/from school*

Students up to 15 days absence - per term

Contact family/whānau with formal escalated notifications sent

- ❖ *Appropriate and repeated formal letters sent to family/whānau*

Formal meeting held with family/whānau to determine reasons for absences and to develop collaborate support plan for return to school

- ❖ *Formal meeting is held to begin development of support plan in response to needs*

Together with family/whānau and support agencies (if appropriate) develop a support plan to meet needs of students/family for return to school

- ❖ *Support plan is shared, communicated and implemented for all*

Use of resources internal and external to provide appropriate support and removal of any barriers to attendance

- ❖ *Ensure basic school needs are being met and are available to the family/whānau e.g, uniform, school bag, lunches, stationery, transport to/from school*
- ❖ *Request support from external agencies as appropriate*

Students with more than 15 days absence - per term

Warning notifications sent and contact made to meet with family/whānau

- ❖ *Warning notification communicated to family/whānau*

Contact made/escalation to appropriate external agencies for response/support

- ❖ *Contact made with external agencies - Social Worker in School (SWiS), Kia ora Ake programme, St Vincent de Paul, Catholic Social Services, Great Potentials Family Services, etc.*

School and family/whānau to participate in multi-agency response

- ❖ *Appropriate personnel to work with agencies*

Together with family/whānau and support agencies implement and monitor attendance support plan

- ❖ *Agency personnel, SLT personnel*

Action school-led prosecution or request Ministry of Education-led prosecution, if considered appropriate when support and support plan is not undertaken by family/whānau

- ❖ *Agency personnel, SLT personnel*

Unenrol student who will be returning to school

- ❖ *SLT personnel and school Office personnel*

Attendance Management Procedure - Stepped Attendance Response

We recognise the importance of regular attendance to help our students achieve their educational potential - academically, socially, emotionally and spiritually.

Our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and respond to student attendance concerns.

We have a Stepped Attendance Response (STAR) 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/whānau, staff, and external agencies, where necessary, to improve our levels of student attendance.

Parent/Whānau Responsibilities

- ensure students attend every day they are able
- reinforce good attendance habits
- open communication with the school
- follow the school's attendance management plan and associated attendance policies and procedure
- communicate and share with school any challenges/barriers to their child/ren attending school regularly

School Responsibilities

- provide clear communication to parents/whanau and students on attendance expectations on enrolment, at the start of the year and each term
- communicate to parents/whanau what steps the school will take if the student is absent from school
- monitor student attendance
- provide students with regular updates on their own attendance
- provide current attendance data that is visible for their child/ren at all times through the school's Student Management System (HERO)

School Procedures

The Principal will appoint staff and delegate duties, so as to manage the recording of the electronic student attendance register (HERO) 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.

Learning Community teachers are responsible for recording student attendance to their class each half day.

Senior Leadership Team members are responsible for contacting the family/whānau after x 3 consecutive days absence with no contact/explanation.

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.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/whanau	<p>Set expectations, procedures and follow-up steps the school will take when a student is absent.</p> <p>Use enrolment forms, newsletters, website, HERO community notices or other communication methods to set expectations and provide guidance to parents/whanau</p>	<p>Learning Community teacher</p> <p>Senior Leadership Team</p> <p>School Board</p>	<p>Termly attendance features including updates on data in HERO posts/school fortnightly newsletters</p> <p>Expectations and guidance for parents/whanau published on our school website.</p> <p>Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms.</p> <p>Work with parents/whanau and students, where appropriate.</p>
Following up absences daily	<p>Use procedures (HERO attendance function) to quickly identify all student absences and communicate these to parents/whanau</p> <p>Follow-up daily with parents/whanau any unexplained absences</p>	Office Administration team	Phone calls and email reminders to be sent for all unexplained absences generally by 9:50am.
Minimise disruptions to the school day and week	School Board and Senior Leadership Team prioritise school hours to be for learning	Senior Leadership Team	Expectations and guidance for parents/whanau to be articulated at personal level and community events.
Assess history of new students	When enrolling, identify issues or trends in attendance history.	Senior Leadership Team	<p>Attendance history information to be a priority question on enrolment form and discussed at each enrolment interview.</p> <p>Check for challenges/barriers to regular school attendance.</p>

<p>Escalate attendance issues as needed</p> <p>Develop family/whānau support plans</p> <p>Involve other services, consider referral to Attendance Services</p>	<p>Seek more support as needed</p>	<p>All staff as appropriate.</p>	<p>Staff are encouraged to escalate issues according to these procedures.</p> <p>Seek Senior Leadership Team advice if unsure of appropriate action.</p>
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Students with less than 5 days absence - per term			
Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers/whānau Maintain correct contact details	Identify all student absences Respond to parent/whānau email communication noting receipt of absence Up-to-date information always available to parents/whānau through HERO	Office Administration team Learning Community teachers	Check HERO attendance parent notifications Follow-up all unexplained absences to confirm the reason for absence - to recode as justified/explained No further action taken
Provide students with regular updates on their attendance	Regularly share attendance celebrations at School Assembly and/or Learning Community discussions	Senior Leadership Team Learning Community teachers	Up-to-date information always available to parents/whānau through HERO Termly reporting via HERO to include attendance data for each student
Report attendance regularly/termly to parents/whānau via HERO	Provide regular notes on attendance to parents/whānau via HERO	Senior Leadership Team Learning Community teachers	Updates sent to parents/whānau through termly reporting on HERO
Between 0-4 days absence /all absences need to be followed up to ensure the correct code is recorded against the absence. HERO Attendance Register reporting to be reviewed by MLT and SLT at fortnightly meetings and at end of each term.			
Students with less than 10 days absence (5-9 days) - per term			
Activities	Practice	Responsible Person	Notes & Actions
Contact parents/whānau to discuss reasons/explanations for absence and impact on learning	After 3 consecutive days, phone or send an email to the parent /whānau Phone contact/personal contact preferred first step by school	Office Administration team and /or Senior Leadership Team	Record actions taken in Hero. If no action required due to justified/explained reasons, record in HERO attendance for student Follow up to be actioned within 2 days of threshold being met /if unjustified/unexplained
Use in-school resources as appropriate to remove challenges/barriers e.g. mentor, SWiS, RTLB, food, uniforms, stationery provisions	Contact the Senior Leadership Team and/or Office Administration Team if the barriers identified are something that the school could assist with e.g. lunch provisions etc.	Office Administration team Senior Leadership Team/SENCo SWiS Agencies	Parents/whānau and students provided access to additional resources as required

Between 5-9 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance.
HERO Attendance Register reporting to be reviewed by MLT and SLT at fortnightly meetings and at end of each term.

Students with less than 15 days absence (10-14) - per term			
Activities	Practice	Responsible Person	Notes & Actions
Contact parents/whānau to escalate concerns	Further contact with parent/whānau Phone or send an email to the parent /whānau as required for escalation Phone contact/personal contact preferred first step by school Email template HERE*	Senior Leadership Team Learning Community teachers	Record actions taken in Hero If no action required due to justified/explained reasons, record in HERO attendance for student
Hold meeting with parent/caregiver /whānau and student (where appropriate) to analyse reasons for absence concerns	Arrange a meeting including parents/whānau and, where appropriate, include the student.	Senior Leadership Team Learning Community teachers	Consider who is needed at this meeting.
Develop and implement a support plan tailored to the reasons and circumstances around the child's absence	Hold everyone accountable for their part in the plan.	Senior Leadership Team Learning Community teachers SENCo SWiS	Take action quickly where expectations aren't being met Record actions taken in Hero
Use in-school resources as appropriate to remove barriers and request support from external agencies as needed	Discuss with Senior Leadership Team/SENCo/SWiS what further supports are available	Senior Leadership Team Learning Community teachers SENCo SWiS	Record actions taken in Hero
Between 10-14 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against the student record. HERO Attendance Register reporting to be reviewed by MLT and SLT at fortnightly meetings and at end of each term.			
Students with greater than 15 days absence (15+) - per term			
Activities	Practice	Responsible Person	Notes & Actions

Contact parent/whānau to escalate concerns	Further contact with parent/whānau Phone or send an email to the parent /whānau as required for escalation Phone contact/personal contact preferred first step by school Further escalating email template HERE*	Principal	Record actions taken in Hero
Hold meeting with parent/caregiver/ whānau and student (where appropriate) to analyse reasons for absence.	Arrange promptly for a meeting including parents/whānau and student. Consider who will be in attendance.	Senior Leadership Team	Plan to return student to regular attendance Record actions taken in Hero
Request support from Attendance Service, if not already done, or other agencies as needed Participate in multi-agency response	Refer to Ministry of Education Attendance Services or other agencies Support parent/family/whānau access to services and collaboration with specialists	Senior Leadership Team SENCo SWiS	Before referral check all previous actions are in place e.g. support plans Resources and supports will continue to be provided as appropriate Re-integration plan in place to return student to regular attendance
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	Learning Community teachers Senior Leadership Team SENCo SWiS	Support plan in place Continue monitoring Steps taken to re-integrate student
Over 15 days absence, investigate reasons for this absence and refer to the Senior Leadership Team for further actions. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against the student's record. HERO Attendance Register reporting to be reviewed by MLT and SLT at fortnightly meetings and at end of each term.			