

Edgewater College Attendance Management Procedure

Stepped Attendance Response

- We recognise the importance of regular attendance to help our ākonga achieve their educational potential.
- Our attendance procedures ensure ākonga are accounted for during school hours. This allows our staff to identify and respond to attendance concerns.
- We have a Stepped Attendance Response to ensure we can identify ākonga and offer appropriate interventions at the thresholds. This will support ākonga to return to regular attendance.
- We have annual targets for attendance, and work with ākonga, whānau, staff, and external agencies, to improve our levels of attendance.

Caregiver / Whānau responsibilities:

- Ensure your child attends every day they are able
- Reinforce good attendance habits
- Communicate openly with the school
- Follow the school's Attendance Management Plan, and the associated attendance policies and procedures.

School Responsibilities:

- Clear communication to whānau and ākonga on attendance expectations on enrolment, at the start of the year, and each term
- Communicate to whānau what steps the school will take if the student is absent from school
- Monitor student attendance
- Provide ākonga with regular updates on their own attendance
- Ensure attendance on Student Management System (KAMAR) is accurately recorded so whānau are able to access up-to-date attendance of their child at any time.

School Procedures:

- The principal will appoint staff and delegate duties to manage the recording of the electronic student attendance register, and the follow-up procedures for non-attending ākonga
- Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information
- Classroom / Mentor teachers are responsible for recording student attendance to their class each session
- Mentor teachers are responsible for maintaining accurate and up-to-date records. They will support the attendance systems by monitoring and following up on lateness and truancy, and any other attendance issues
- Deans/Senior Leaders are responsible for monitoring student attendance and ensuring whānau are informed of attendance concerns. Senior Leaders and relevant personnel will be kept informed of serious student absence
- Whānau will be able to check student attendance data via the Edgewater College Parent Portal and/or reports
- Whānau will receive a weekly attendance report for their student each Monday morning
- Outside agencies will be used as appropriate to support attendance
- Ākonga 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 the Pastoral Team/Senior Leader termly to review outcomes and effectiveness of these interventions.
- Letters will be sent automatically from the Student Management System as threshold days are met and recorded as a Pastoral entry against the student record. A Response Activity is still expected to be recorded by the Mentor Teacher or Dean after contact has been made with whānau.
- Attached is the Stepped Attendance Response for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in the Student Management System.

[Updated Stepped Attendance Response - STAR.pdf](#)