

# GOOD ATTENDANCE

- Good chance of success
- 0 - 4 days absence in a school term

## Message 1: Setting expectations

<b>STAR activities</b>	<ul style="list-style-type: none"><li>• Clear communication to whānau about attendance expectations on enrolment, at the start of school year, and each term</li><li>• Communicate to whānau what steps the school will take in the event their child is absent from school</li><li>• Communicate good attendance habits to students and whānau</li></ul>
<b>School staff member(s) responsible</b>	Principal or School Leaders 
<b>Format/ channel</b>	Newsletter or other communication channel with all whānau
<b>Audience</b>	Whānau of whole student population
<b>Message information</b>	<p>Message to be sent at the start of the year to set expectations with whānau and remind them of their responsibilities.</p> <p>This message will be reused or adapted for inclusion in other newsletters throughout the year.</p>
<b>Message content</b>	<p><b>OUR EXPECTATIONS FOR STUDENT ATTENDANCE</b></p> <p>Kia Ora,</p> <p>Regular attendance at school is important to your child's success and there is a clear connection between going to school regularly and doing well in the classroom. Making sure students attend and engage in learning is a shared responsibility. You are responsible for making sure your child attends school every day.</p> <p>If your child is going to be absent for any reason, it is essential that you let us know as soon as possible. It is important that you phone, email, report the absence on the Edgewater College Parent Portal, or send a text message to confirm your child's absence and provide us with the reason.</p> <p>We acknowledge there are genuine reasons students may occasionally be absent. However, without regular attendance, your child will struggle to make progress. If your child is absent regularly, or for extended periods, we will reach out to you to discuss the situation.</p> <p>We are committed to supporting your child to attend school. If you are having difficulty getting your child to school, you can ask for support by:</p> <ul style="list-style-type: none"><li>• Speaking with your child's Mentor teacher</li><li>• Sending us a message on the Edgewater College Parent Portal app</li><li>• Emailing <a href="mailto:attendance@edgewater.school.nz">attendance@edgewater.school.nz</a></li><li>• Texting 022 026 7166</li><li>• Calling us on 09 576 9039 and ask to speak to our Attendance Officer.</li></ul> <p>We can then work with you to develop a support plan that addresses any barriers to regular attendance.</p> <p>More information on attendance, including your rights and responsibilities as whānau or caregivers, is available on the Ministry of Education's webpage: <a href="#">Attendance</a>.</p>

## Message 2: Student absence (day-to-day) - Usual text that is sent daily

<b>STAR activities</b>	Communicate with whānau about morning non-attendance.
<b>School staff member(s) responsible</b>	Attendance Officer 
<b>Format/channel</b>	Text or email directly to main caregiver (Residence A)
<b>Audience</b>	Whānau of whole student population
<b>Message information</b>	Schools will already have procedures in place to respond to day-to-day absences (these may be automatically generated by your SMS or other software). These communications may be an opportunity to remind whānau of the need to explain all absences as soon as possible.
<b>Email Message content</b>	<p>Tēnā koe, &lt;Salutation&gt;</p> <p>As of &lt;time&gt;, &lt;First Name&gt; has been marked absent from school.</p> <p>Please communicate with the school immediately as to the reason for this absence via 09 576 9039 or email <a href="mailto:attendance@edgewater.school.kiwi">attendance@edgewater.school.kiwi</a></p> <p>Ngā mihi maioha,</p> <p>Edgewater College</p>
<b>SMS Message content</b>	<p>Tēnā koe , &lt;Salutation&gt;</p> <p>As of &lt;Time&gt; today, &lt;First Name&gt; has been marked absent from school.</p> <p>Please reply to this message with the reason for &lt;First Name&gt;'s absence, or phone 09 576 9039.</p> <p>Ngā mihi maioha,</p> <p>Edgewater College</p>

## Message 3: Attendance updates for students / whānau

<b>STAR activities</b>	<ul style="list-style-type: none"> <li>Provide ākonga and whānau with regular updates on their child's attendance</li> <li>Communicate good attendance habits to student and whānau through 'Strive for 5' initiative</li> </ul>																																																												
<b>School staff member(s) responsible</b>	Administrative staff or attendance officer  																																																												
<b>Format/channel</b>	Through Schoolbridge portal at any time and attendance update emailed weekly.																																																												
<b>Audience</b>	Individual student and/or whānau																																																												
<b>Message information</b>	Format, frequency and content should be tailored to the student's age and individual circumstances. Updates should be simple and easy for students to understand.																																																												
<b>Message content</b>	<p><b>Attendance update:</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>AT</th> <th>P1</th> <th>B1</th> <th>P2</th> <th>B2</th> <th>P3</th> <th>B3</th> <th>P4</th> <th>AS</th> </tr> </thead> <tbody> <tr> <td>Mon 30 Oct</td> <td></td> <td>AKO MKR</td> <td>U</td> <td>5SCI1 DAS</td> <td>U</td> <td>AKO MKR</td> <td>U</td> <td></td> <td></td> </tr> <tr> <td>Tue 31 Oct</td> <td></td> <td>5FTK2 KWB</td> <td>U</td> <td>5MUS1 NML</td> <td>U</td> <td>5ENV JRD</td> <td>U</td> <td>5SOC2 DWR</td> <td>U</td> </tr> <tr> <td>Wed 1 Nov</td> <td>AKO MKR</td> <td>5MAT2 KSN</td> <td>P</td> <td>5FTK2 KWB</td> <td>P</td> <td>5MUS1 NML</td> <td>P</td> <td>5SCI1 DAS</td> <td>P</td> </tr> <tr> <td>Thu 2 Nov</td> <td></td> <td>5SOC2 DWR</td> <td>P</td> <td>5MAT2 KSN</td> <td>P</td> <td>5FTK2 KWB</td> <td>P</td> <td>5ENV JRD</td> <td>P</td> </tr> <tr> <td>Fri 3 Nov</td> <td></td> <td>AKO MKR</td> <td>J</td> <td>5ENV JRD</td> <td>J</td> <td>5SCI1 DAS</td> <td>J</td> <td>5MUS1 NML</td> <td>J</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>P - Present (Green)</li> <li>L - Late (Orange)</li> <li>J - Justified (Blue)</li> <li>U - Unjustified (Yellow)</li> <li>? - Unknown (Red)</li> </ul>	Date	AT	P1	B1	P2	B2	P3	B3	P4	AS	Mon 30 Oct		AKO MKR	U	5SCI1 DAS	U	AKO MKR	U			Tue 31 Oct		5FTK2 KWB	U	5MUS1 NML	U	5ENV JRD	U	5SOC2 DWR	U	Wed 1 Nov	AKO MKR	5MAT2 KSN	P	5FTK2 KWB	P	5MUS1 NML	P	5SCI1 DAS	P	Thu 2 Nov		5SOC2 DWR	P	5MAT2 KSN	P	5FTK2 KWB	P	5ENV JRD	P	Fri 3 Nov		AKO MKR	J	5ENV JRD	J	5SCI1 DAS	J	5MUS1 NML	J
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# WORRYING ATTENDANCE

- Less chance of success
- 5 - 9 days absence in a school term

## Message 4: First formal notification

<b>STAR activities</b>	<ul style="list-style-type: none"><li>• Contact whānau to discuss reasons for absence and impact on learning</li></ul>
<b>School staff member(s) responsible</b>	Mentors 
<b>Format/channel</b>	Email directly to whānau.
<b>Audience</b>	Whānau of individual student
<b>Message information</b>	<p>This is an opportunity to:</p> <ul style="list-style-type: none"><li>• ensure whānau are aware of their child's attendance rate, and</li><li>• prompt/request a conversation about constructively working towards improved attendance</li></ul>
<b>Message content</b>	<p>Discussion about <b>[student's name]</b>'s attendance</p> <p>Kia ora <b>[salutation]</b></p> <p><b>Re: [student's name] - [mentor code]</b></p> <p>I am contacting you regarding <b>[student's name]</b>'s attendance as she has been absent for <b>[number of days absent]</b> days so far this term. <b>[student's name]</b>'s overall attendance rate is <b>[overall attendance percentage]</b> %, and <b>[attendance percentage for term]</b> % for this term.</p> <p>The Ministry of Education has set the standard for regular attendance at 90%. Regular attendance will have a positive impact on <b>[student's name]</b>'s learning, so we are committed to helping her reach this target.</p> <p>If there is anything we can do to help <b>[student's name]</b> to return to full attendance please let me know by emailing me at <b>[mentor email]</b> to discuss this further.</p> <p>Ngā mihi,</p> <p><b>[Mentor's name and role]</b></p>

# CONCERNING ATTENDANCE

- Hard to make progress
- 10 - 14 days absence in a school term

## Message 5: Escalated formal notification

<b>STAR activities</b>	<ul style="list-style-type: none"><li>• Contact whānau to escalate concerns</li></ul>
<b>School staff member(s) responsible</b>	Deans 
<b>Format/channel</b>	Email as a formal message directly to whānau
<b>Audience</b>	Whānau of individual student
<b>Message information</b>	<p>This is an opportunity to:</p> <ul style="list-style-type: none"><li>• ensure whānau are aware of their child's continued low attendance rate, and</li><li>• request a meeting to discuss barriers to attendance and develop an attendance plan</li></ul>
<b>Message content</b>	<p>[Student's full name] – Continued low attendance</p> <p>Kia ora [salutation]</p> <p>RE: [student's name] - [mentor code]</p> <p>Unfortunately, [student's name] has been absent for [number of days absent] days this term. His [overall attendance percentage] %.</p> <p>The Ministry of Education defines regular attendance as 90% and above. We are concerned about the effect of absences on [student's name] 's learning. I would very much like to meet with you so we can work together on a plan to improve [student's name] 's attendance.</p> <p>Please email me immediately at [dean email] to discuss this further.</p> <p>Ngā mihi,</p> <p>[Dean's name and role]</p>

# SERIOUS CONCERN ATTENDANCE

- Very hard to make progress
- **15 days** or more absence in a school term

## Message 6: Warning notice

<b>STAR activities</b>	<ul style="list-style-type: none"><li>• Contact whānau to inform of escalated response</li></ul>
<b>School staff member(s) responsible</b>	Senior Leadership 
<b>Format/channel</b>	Email as a formal message directly to whānau
<b>Audience</b>	Whānau of individual student
<b>Message information</b>	<p>This message provides an opportunity to:</p> <ul style="list-style-type: none"><li>• ensure whānau are aware of their child's continued low attendance</li><li>• advise what the consequences are if their child's attendance does not improve (or a reason for absences isn't provided)</li><li>• offer to discuss the situation</li><li>• possible removal from roll</li></ul> <p>You might consider using this if supports offered have not been taken up.</p>
<b>Message content</b>	<p><b>[Student's full name]</b> – Continued low attendance</p> <p>Kia ora <b>[salutation]</b></p> <p><b>RE: [student's name] - [mentor code]</b></p> <p>Despite our best efforts, <b>[student's name]</b>'s attendance has not made a significant improvement. So far this term <b>[student's name]</b> has been absent for <b>[number of days absent]</b> days. His attendance rate is currently at <b>[overall attendance percentage]</b> %.</p> <p>It is important for students to attend school to set them up for success and they are legally required to attend school every day. We need your help to make sure <b>[student's name]</b> attends and engages in learning immediately.</p> <p>We've already had a kōrero with you about <b>[student's name]</b>'s attendance. Unfortunately, things haven't improved enough. We have now referred <b>[student's name]</b>'s case to the attendance service who will be in touch. Their role is to support you to get <b>[student's name]</b> moving towards regular attendance.</p> <p>We also need to meet and make a school plan with you and <b>[student's name]</b> to make sure <b>[student's name]</b> makes consistent progress towards regular attendance (90%), so their learning stays on track. Please get in touch with me urgently at <a href="mailto:M.Frayling@edgewater.school.nz">M.Frayling@edgewater.school.nz</a> so we can arrange a time to develop this plan.</p> <p>Ngā mihi,</p> <p><b>[SLT's name and role]</b></p>

# VERY SERIOUS CONCERN ATTENDANCE

- Very hard to make progress
- **20 days** or more absence in a school term

## Message 7: Warning notice

<b>STAR activities</b>	<ul style="list-style-type: none"><li>• Contact whānau to inform of escalated response</li></ul>
<b>School staff member(s) responsible</b>	Senior Leadership 
<b>Format/channel</b>	Email as a formal message directly to whānau
<b>Audience</b>	Whānau of individual student
<b>Message information</b>	<p>This message provides an opportunity to:</p> <ul style="list-style-type: none"><li>• ensure whānau are aware of their child's continued low attendance</li><li>• advise whānau what the consequences are if their child's attendance does not improve (or a reason for absences isn't provided)</li><li>• offer to discuss the situation</li><li>• possible removal from roll</li></ul> <p>You might consider using this if supports offered have not been taken up.</p>
<b>Message content</b>	<p>[Student's full name] – Letter A under 16 years:</p> <p>Kia ora [salutation]</p> <p>RE: [student's name] - [mentor code]</p> <p>This is to inform you that [student's name]'s attendance now stands at <b>[overall attendance percentage]</b>%. The actions taken by the school have not led to sufficient improvement.</p> <p>So far this term [student's name] has been absent for <b>[number of days absent]</b> days.</p> <p>Therefore, we have no choice but to remove <b>[student's name]</b> from our school roll for continuous absence. We cannot by law continue to count <b>[student's name]</b> as a student when it is clear that he is not attending. This decision will take effect immediately.</p> <p>Please be aware that Ministry of Education guidelines require all students to be enrolled in an educational facility until they are 16 years old. As a result, <b>[student's name]</b>'s removal from our roll will be sent to the Ministry of Education, who will follow up with you.</p> <p>Ngā mihi nui,</p> <p><b>Ms M Frayling</b> Deputy Principal</p>

**[Student's full name]** – Letter B over 16 years:

Kia ora **[salutation]**

RE: **[student's name]** - **[mentor code]**

This is to inform you that **[student's name]**'s attendance now stands at **[overall attendance percentage]**%. The actions taken by the school have not led to sufficient improvement.

So far this term **[student's name]** has been absent for **[number of days absent]** days.

We have no choice but to remove **[student's name]** from our school roll for continuous absence. We cannot by law continue to count **[student's name]** as a student when it is clear that he is not attending. This decision will take effect immediately.

If **[student's name]** requires assistance from our Futures Department, please contact Rachael Wee on 09 576 9039 or email [r.wee@edgewater.school.nz](mailto:r.wee@edgewater.school.nz)

Ngā mihi nui,

**Ms M Frayling**

Deputy Principal