

Attendance Plan

NELPS	OBJECTIVES	ACTIONS TO ACHIEVE	LED BY	TIME FRAME (✓)				ANALYSIS - Outcome and Future Focus
				T1	T2	T3	T4	
1 Learners at the Centre	<p>1.1 Aim to stabilise roll as soon as possible by identifying non-attenders and contacting them. Target is to stabilise roll by beginning Week 3. May enlist support of Social Worker(s).</p> <p>❖ Aim to have 90% of children on average at school in any given week.</p>	<ul style="list-style-type: none"> Teachers to follow up on any absences from Day 1 student absence. They will call/text families during Fitness. Whānau Leaders to check that this is being done. Need to reinforce this with constant reminders and at the same time, ensure that teachers are communicating information to the Student Administrator at the main office so systems compliment each other. Must ring by 9.05 am in order to facilitate this. Continued absence by Day 3 will result in a home visit by the Whānau Leader and Poutoko Hapori. The Poutoko Hapori/Attendance Officers will support Whānau Leaders and staff in home visits. 	DP: PC, Student Administrator, Poutoko Hapori, Staff, Social Worker(s)	✓	✓	✓	✓	
	<p>1.2 Aim to have less than 4% late daily = approx 1 child per class with or without excuses.</p>	<ul style="list-style-type: none"> Students who are late once in one week will receive a warning, twice in one week will be placed on Community Service Student will be placed on After School detention if they are late more than four times in a term Whānau Leader to meet with family if lates continue from four onwards in the span of a single term. 	Student Administrator / DP: PC, Whānau Leaders	✓	✓	✓	✓	

		<ul style="list-style-type: none"> Teachers can track lates using term attendance tracking chart 						
	<p>1.3 Whānau Leader attendance document to continue and show the kids each Whānau Leader touches base with every day.</p>	<ul style="list-style-type: none"> Frequent contact with whānau and student to ensure regular attendance for worst attending students Spreadsheet to be created for all form classes with student who sit under 90% attendance - this needs to be updated on a regular basis by the Poutoko Hapori/DP: PC and Whānau Leaders Teachers can track lates using term attendance tracking chart 	Poutoko Hapori/ DP: PC, Whānau Leaders	✓	✓	✓	✓	
	<p>1.4 Maintain a section in the newsletters that will inform whānau and promote the importance of attendance.</p>	<ul style="list-style-type: none"> Newsletters to inform community/whānau of success re: mufti day winners etc Goals and Targets highlighted on the front page of the newsletter Reminders of systems (e.g. teachers will ring) to appear in newsletters. Advertise YTD Attendance goal and current YTD attendance on our website ALSO - highlight and promote high attendance on the school light board out the front. 	All staff, All Leadership DP: Operations FOR THE LIGHT BOARD	✓	✓	✓	✓	
	<p>1.5 Attendance Processes that align with STAR, to be followed by all staff.</p>	<ul style="list-style-type: none"> Form Teachers will call all absent students during fitness time. Student Administrator to call if Form Teachers are unsuccessful Form teacher to track student absences and let Poutoko Hapori/Whānau Leaders/DP: PC know of any issues. Poutoko Hapori to update students of attendance concerns on a regular basis. 	All staff, Poutoko Hapori/ DP: PC, Whānau Leaders					

2 Barrier Free Access	2.1 Analyse data for presence each week through class competition.	<ul style="list-style-type: none"> DP: PC to complete Whānau Competition analysis on EDGE for attendance. DP: PC to tally and collate lates data for Whānau Competition from LATES DOC. Whānau Leaders to be the first port of call when support may be needed to improve individual class lateness or attendance rates. Teachers will track lates and attendance using term attendance tracking chart Attendance data to be shared via social media 	DP: PC and Whānau Leaders	✓	✓	✓	✓	
	2.2 DP: PC to ensure that every week, children of concern. EG: lateness and attendance are discussed at leadership meetings.	<ul style="list-style-type: none"> Whānau Leaders share initiatives as to how they are supporting their whānau teachers and classes to maintain optimum levels in this area. 	DP: PC and Whānau Leaders,	✓	✓	✓	✓	
	2.3 Continue to monitor and improve on figures given out by MOE in the Attendance and Engagement Strategy.	<ul style="list-style-type: none"> Continue to participate in the MOE “Every Day Counts’ initiative. Ensure the right attendance codes are used. Analyse the data shared by the MOE 	DP: PC, Student Administrator, Principal	✓	✓	✓	✓	
3 Quality Teaching and Leadership	3.1 Teacher follow-up to address patterns of non-attendance identified through attendance and lates systems.	<ul style="list-style-type: none"> Teachers to track and inform Whānau Leaders of concerns regarding continuous student absences in their class. DP:PC to lead weekly reviews at Leadership meetings of the effectiveness of teachers interventions and those classes whose attendance is of concern. 	DP: PCa, Poutoko Hapori, Whānau Leaders, Staff	✓	✓	✓	✓	
	3.2 Provide opportunities for teachers who are having success in following up absence and lateness to share and celebrate these ideas with whānau and all staff.	<ul style="list-style-type: none"> Term 3 - students wear mufti shoes on Friday if they have 100% attendance for that week Term 4 - students wear full mufti on Friday if they have 100% attendance for that week 	DP: PC, Student Administrator, Whānau Leaders, Staff	✓	✓	✓	✓	

		<ul style="list-style-type: none"> • Mufti shoes on Friday if all at school in class on time for a whole week. • Identified and celebrated at weekly assemblies. • To be shared at every whānau meeting. These teachers will be identified through a weekly review of attendance rates at Leadership meetings. 						
	3.3 DP: PC to provide a monthly attendance analysis for the Board. This or other attendance info may be used to help support the CoL.	<ul style="list-style-type: none"> • DP: PC to include in his monthly Board report an attendance analysis for the Boards information. 	DP: PC, Student Administrator	✓	✓	✓	✓	
	3.4 Systems to discourage absence/lateness	<ul style="list-style-type: none"> • DP: PC follow-up to address patterns of non-attendance or lateness identified through these systems. Student Administrator, Poutoko Hapori and Attendance Officers work in conjunction with DP: PC to improve students struggling with attendance and lateness. • Teachers will track lates and attendance using term attendance tracking chart • Focus through PC group re attendance/ truancy. 	All stakeholders	✓	✓	✓	✓	
	3.5 Tracking and dealing with random absences ❖ Encouragement and promotion of good attendance	<ul style="list-style-type: none"> • Continue with 'Commitment to Education' certificates for all students and staff at MI. Whānau Leaders need to check this EVERY week to make sure this is happening and the format is available for review at SIC conferences. Also in Q & A in PMP as a teacher requirement. • Teachers follow up with repeated focus in class in relation to being at school in order to cover work to make up lost progress/achieve. • Term certificates/laptop and/or whanau points for 100% attendance. 	Whānau Leaders DP: PC All staff	✓	✓	✓	✓	

		<ul style="list-style-type: none"> • All staff frontline promoters of presence at school. • DP: Student Focus and Poutoko Hapori to use Student Integration Plan for students who have been absent for a long period of time 						
	<p>3.6</p> <p>Principal and DP: PC to be informed and to make decisions over complicated and or overseas absences. This is communicated to both whānau and staff.</p>	<ul style="list-style-type: none"> • Make sure staff and teachers are informed about the procedures for acceptance of overseas absence. Permission prior to leaving should be gained from the Principal. Letter to be sent home regarding “Holidays during Term Time”. • In each newsletter, and in a variety of formats, communicate the need for parents to get the Principal’s permission if travelling overseas in term time. 	Principal, DP: PC, All staff	✓	✓	✓	✓	
	<p>3.7</p> <p>DP: PC to continue to promote the importance of attendance through the MI MONEY system and Whānau Competition.</p>	<ul style="list-style-type: none"> • Individual teachers will continue to be fined if they do not mark the roll on time by 8.45am and 2:25pm (1.45pm on Tuesdays). 	Student Administrator , All staff, DP: PC	✓	✓	✓	✓	