

01. DAY ONE - TWO

- 1. Form Teacher to call home during School-wide Fitness if the student is absent.
- 2.If contact is made the Form Teacher documents the reason for absence on Edge
- 3.If no contact is made the Form Teacher documents this on Edge. Question mark (?) is coded on Edge so follow-up can be identified.
- 4. The Student Administrator or Receptionist calls by 12 noon and continues calling every day until the student attends.
- Whoever makes contact asks for a medical certificate if the student will be absent for more than two days due to sickness.



- 1. Whānau Leader makes contact with the family on the third consecutive day of absence.
- 2.If necessary, a home visit is organised in conjunction with the Form Teacher.
- 3. The Whānau Leader makes it clear to the whānau the school's expectations regarding attendance.
- 4.If no contact is made, the Whānau Leader refers the case to the DP: Pastoral Care (DP: PC).



- 1.DP: PC makes contact or organises a whānau hui if the student is absent for four consecutive days.
- The DP: PC makes it clear to the whānau the school's expectations regarding attendance.
- 3. Refers the case to the Poutoko Hapori to follow up with the whānau.
- 4. DP: PC advises the Principal of the situation with the student and whānau



- 1.If a student is absent for the fifth day in a term, the Form Teacher calls the whānau to advise concern and explain the regulations around attendance.
- 2. Form Teacher emails name to Poutoko Hapori to monitor attendance. Whānau Leader and DP: PC to be ccd into email.
- 3. If contact is made the Form Teacher documents response on Edge.
- 4. If no contact is made the Form Teacher documents this on Edge. Question mark (?) is coded on Edge so follow-up can be identified.
- 5. The Student Administrator or Receptionist to make contact.

06. FIFTEENTH DAY IN A TERM

OUR

ATTENDANCE

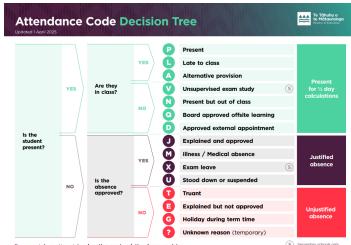
PROCESSES

FOLLOW THE ARROWS

- 1.The Poutoko Hapori advises the Whānau Leader and DP: PC if a student is absent for the fifteenth day in a term.
- 2. Ministry involvement is initiated.

05. TENTH DAY IN A TERM

- 1.The Poutoko Hapori advises the Whānau Leader and DP: PC if a student is absent for the tenth day in a term.
- DP: PC, Whānau Leader and Poutoko Hapori hold a hui with the whānau to address concerns.
- 3. Poutoko Hapori continues to monitor attendance.



For more information visit: education.govt.nz/attendance-register