STEPPED ATTENDANCE RESPONSE - STAR STAFF

GOOD WORRYING CONCERNING SERIOUS CONCERN

STAGE	ACTION	RESPONSIBILITY	FOLLOW UP / OUTCOME
1 Student marked "?" in the morning	Automatic text generated to parent / caregiver advising of students absence	School system (automatic)	Parent responds to confirm reason for absence
2 After 1 day's absence	The teacher asks the student on their return to school. "Where were you yesterday?" If explanation is provided, update code (e.g. T to M)	Classroom teacher	Attendance record updated accordingly (email office to change code and provide explanation e.g. in Auckland)
3 After 2 consecutive days absent without explanation	Contact parent / caregiver via phone call, text, or email to check the reason for absence.	Classroom teacher	Record response / reason for absence on Edge. If no response also note on Edge
4. After 3 days absent with no explanation (doesn't have to be consecutive days)	Official letter sent to parent / caregiver	Office Manager	Copy filed on Edge in attendance records
5. After 3 or more days Medical	Students who are away for 3 or more consecutive days and are marked as medical should have a medical certificate issued	Classroom teacher	Letter sent requesting a medical certificate - Template Correspondence recorded on Edge
6. After 3 consecutive days unexplained	Students who are away for 3 consecutive days without explanation.	Classroom teacher	Letter sent requesting an explanation - Template Correspondence recorded on Edge

7. **Up to 10 days absent during the term**	Student attendance is below 80%	Attendance Staff	Letter sent to whanau to organise a meeting to discuss absences Correspondence recorded on Edge
8. **Up to 15 days absent in the term**	Student is not attending regularly or improved after initial meeting	Attendance Staff	Letter sent requesting a meeting to develop a plan Correspondence recorded on Edge
9. **No response or continued absence of more than 15 days**	Students still not attending regularly or improved from previous correspondence / meetings.	Attendance Staff	Letter sent notifying whanau about their legal obligations. Correspondence recorded on Edge
10. **No change in student attendance and / or no response to previous correspondence**	Attendance staff member to follow-up; files UA (Unjustified Absence) with Attendance Services	Attendance Staff	Attendance Services notified; ongoing follow-up initiated Correspondence recorded on Edge
Ongoing monitoring	Maintain daily tracking sheet of 'target' students	Attendance Staff	All correspondence / letters / email / phone calls updated on Edge
Governance reporting	Provide termly attendance reporting, including Every Day Matters data to Senior Management Team	Board of Trustees	Used for review and decision making