



School Stepped Attendance Response Activities

Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance.

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, websites or other communication methods to set expectations and provide guidance to parents/caregivers.	Class teacher, Principal, School Board	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school website. Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms. Work with parents and students, where appropriate.
Following up absences daily	<p>Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents.</p> <p>Follow-up daily with parents/caregivers of any unexplained absences.</p> <p>Non-school staff use paper rolls (that are obtained from the office when they sign in) and send these to the office when done. The office then records the paper roll on Edge. The paper roll is</p>	Administration team	Text based reminder to be sent from 9.30am for all unexplained absences. Phone call made from 10am if no response to text. If no response to the phone call, emergency contact phoned. If the office team is advised of the absence by the parent/caregiver, they enter the appropriate code in lieu of the teacher.

	<p>signed by the teacher and held by the office team for the term. If a student is away, the teacher uses the appropriate attendance code using the MOE Attendance Code.</p> <p>Every day a child is away, by 9.10am, parents/caregivers are expected to notify the school and provide a clear reason for absence. Saying a child is <i>“not at school today”</i> will not be accepted as an explanation and will be recorded as truant. Notifying the school can be done by: ringing/texting the school office; emailing the school office/class teacher/ principal, using the Skool Loop App, using the Edge App. Every day, classroom roles are marked on Edge by 9.10am and 1.45pm.</p>		
Minimise disruptions to the school day and week	School board and school leadership prioritise school hours to be for learning.	School leadership team	
<p>Assess history of new students</p> <p>Escalate attendance issues as needed</p> <p>Develop support plans</p> <p>Involve other services, consider referral to Attendance Service - Otago Youth Wellness (OYW). Oranga Tamariki can be involved if required.</p>	<p>When enrolling, identify issues or trends in attendance history.</p> <p>Seek more support as needed.</p> <p>Meet with parents/caregivers</p> <p>Public Health Nurse (PHN), Social Worker in School (SWiSS), Counselor in School (CiS) where required. Otago Youth Wellness (OYW) is our attendance service.</p>	<p>Principal</p> <p>All staff as appropriate</p>	<p>Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Melissa Ward, principal.</p> <p>SWiSS and Counselor are specific to our school and can support attendance issues. Principal will involve them at her discretion. Otago Youth Wellness will work with the school and family involved. Oranga Tamariki involvement if serious concern.</p>

Threshold	Who is responsible	Format	Purpose	Audience	Notes & Actions
Less than 5 days absence	Secretary Classroom teacher	Edge notification	Ensure parents are aware of their child's attendance rate	Parent/Caregiver	<p>No action taken.</p> <p>NB: Between 0-4 days absent - all absences need to be followed up to ensure the correct code is recorded against the absence. Any students already on the attendance list from a previous term will be identified by the principal.</p>
5 Days Absence (this is sent as soon as 5+ days are recorded)	Classroom teacher, please cc principal into emails.	Email	Ensure parents are aware of their child's attendance rate. Prompt/request a conversation about constructively working towards improved attendance.	Parent/Caregiver	<p>Message #5 Information:</p> <p><i>Tēna koe (Parent's name)</i> <i>I'm reaching out to talk about (student's name) attendance this term, they've been absent for (number of days absent) days this term, which means their attendance rate is currently below (80%). We know that regular attendance plays a big part in helping students feel connected and succeed in their learning. I'd really value the opportunity to talk with you about how things are going and see how we can work together to support (student's name)'s attend more regularly. Please let me know if (date) works or send me an (email/message) to arrange a time.</i> <i>Ngā mihi, (Staff member's name and role).</i> NB: if the reason for the absence of 5 days or more is due to a holiday, then upon return, Senior leadership will send a formal notification to the parents/caregiver and request that the child does not have more absences of this nature for the year.</p>

5-9 Days Absence	Classroom teacher please cc principal into emails.	Email	Ensure parents are aware of their child's attendance rate. Prompt/request a conversation about constructively working towards improved attendance.	Parent/Caregiver	<p>Use in-school resources as appropriate to reduce barriers e.g. Social Worker in School (SWiSS), Counsellor in School (CiS), Public Health Nurse (PHN).</p> <p>Message #5 Information: <i>Tēna koe (Parent's name). I'm reaching out to talk about (student's name) attendance , they've been absent for (number of days absent) days, which means their attendance rate is currently below (80%). We know that regular attendance plays a big part in helping students feel connected and succeed in their learning. I'd really value the opportunity to talk with you about how things are going and see how we can work together to support (student's name)'s attend more regularly. Please let me know if (date) works or send me an (email/message) to arrange a time. Ngā mihi, (Staff member's name and role).</i></p>
10+ Days Absence	Principal, CC class teacher	Email formal notification	Ensure parents are aware of their child's continued low attendance rate and, request a meeting to discuss barriers to attendance and develop an attendance plan.		<p>Message #6: (Student's full name) - Continued low attendance <i>Tēna koe (parent's name) I'm getting in touch to talk about (student's name) attendance. We've noticed they've been absent for (number of days absent) days, and their attendance hasn't improved as much as we'd hoped since our last kōrero on (date). We know that regular attendance helps students feel connected, confident, and successful in their learning. We also understand that there can be challenges, and we're here to work with you to find solutions that support (Student's name) to be at school more consistently. Let's meet to create a plan that helps (student's name) get back on tract with their learning. I will give you a call (or, Please get in touch with me on (contact details) so we can arrange a time to develop this plan. Ngā mihi, (Principal's name)</i></p>

15+ Days Absence	Principal	Warning notice - via email, letter or other formal message directly to parents.	Ensure parents are aware of their child's continued low attendance. Advise parents of the consequences if their child's attendance does not improve (or a reason for absences isn't provided). Offer to discuss the situation.	Parent/Caregiver	<p>Message #7: Referral / Consideration of Legal action: <i>Tēnā koe (parent's name). This is to inform you that (student's name) has not had regular attendance at Pine Hill School. (Give brief details as to absences). This letter is to inform you of your legal obligation to ensure that (student's name) returns to regular school attendance immediately. School staff have engaged with you on occasions listed below, to discuss these ongoing absences and attempt to get (student's name) attendance back on track... (email/letter, date email/letter, date details of meeting, date details of meeting, date). The school has also involved (external agencies involved) to support (student's name) to return to regular attendance. This has not resulted in the improvement of (student's name) attendance at school. Section 36 of the Education and Training Act requires a student to attend the registered school at which they are enrolled whenever it is open, while section 244 or the Education and Training Act 2020. Please contact (school leader name) as soon as possible with any questions you may have. Yours sincerely / Nāku iti neim nā, (sender name and role title.</i></p>
------------------	-----------	---	--	------------------	---

Justified Absences

- Where justified absence is longer than three consecutive days for illness, the school will request a doctor's certificate.
- Where justified absence from school is more than 10 intermittent days over two terms, the school will notify the parent/caregiver and request a conversation about how best to support wellbeing and attendance.

Attendance Policy and Communications

- Once a term, parents and caregivers are reported in writing about their child's attendance for the year so far, using Edge attendance data.
- Parents/caregivers can access their child's attendance rates by downloading the Edge App onto their phones.
- School reports are sent out twice yearly and include attendance and lateness rates on them.
- Reporting to the Board: The 'Everyday Matters' report is made available to the board each term, and each board meeting, an attendance update is noted in the Principal's Report.
- Leadership team: Intervention actions are decided upon receipt of Edge notifications. Intervention actions are initiated to support chronic absence if required. Clear attendance expectations are made for students involved in school-level interventions.
- Attendance policy: Parents and caregivers have ongoing access to the school-wide attendance policies on SchoolDocs. They are invited to provide feedback about these policies as part of the board review process.
- Parent/caregiver communications: Information about school wide expectations, procedures, data and reminders about attendance is frequently communicated to parents/caregivers/whānau through:
 - The school newsletter
 - The Pine Hill School enrolment information pack
 - Interviews
- This attendance management plan is posted on our website.
- Knowing if your child is well enough to go to school, information is provided to all whānau.

Lateness

Children are regularly monitored for lateness. This is done by:

- Analysing our monthly attendance records
- Teachers raising concerns about children regularly being late to class
- Observations made by the principal through standing at the gate to welcome students each morning
- Observations made by the leadership and office teams as children come to the office to notify secretary of late arrival

Pine Hill School attends to lateness by:

- Addressing the concern with the student and determining why they are late
- Problem solving with the student around ways they might get to school on time
- Addressing the issue with the parent in a face to face meeting
- Sending a notification home advising the parent of our concerns and requesting an appointment with them to help find ways the school can support.
 - Lateness will be reviewed every five weeks by the principal
 - Notifications will be sent home when **5x late arrivals within the 5 week period occur**
 - If continual lateness occurs after the notification has been given, collaboration with parents and external agencies may follow
- If the issue becomes problematic, the school will:
 - Engage the services of the Public Health Nurse if appropriate
 - Engage the services of the Social Worker in School if appropriate
 - Engage the services of the Counsellor in School if appropriate
 - Engage the services of Otago Youth Wellness if appropriate
 - Engage Oranga Tamariki if appropriate

Pine Hill School rewards attendance by:

- Giving out rewards at the end of the term to those with an attendance rate of 90% plus
- Having the '*Best Class Attendance Shield*' that is handed out at Assembly every three weeks for the class with the best attendance

Approved by (Board Presiding Member on behalf of the Board)	Effective Dates	Review Date	Published
Name: Signature:	2026 Emailed to all school families and in enrolment packs		School website: www.pinehilldunedin.school.nz