



Ngunguru School Attendance Strategy

There is a clear link between attendance and achievement, with higher attendance correlating with higher achievement levels. Even missing just two days a term can be linked to lower achievement, and the impact of missing school accumulates over time.

Students aged 6-16 years old are legally required to attend school every day. It's everyone's responsibility to make sure children and young people attend so they can engage and achieve in their learning. If a student misses one day of school every two weeks, they miss more than a whole year of school by 16 years of age.

You must let the school know if your child is going to be absent or intends to be absent for a portion of the school term for whatever reason, like a tangi or medical procedure. Family holidays or taking time off for extracurricular activities (not organised by school) are not acceptable reasons for being absent. For a planned absence of more than a week contact must be made with either the school deputy principal (in charge of attendance) or the principal informing them of the absence and the reason for it. If a student from year three upwards is away for a period greater than a week they can access classroom tasks through Google Classroom. If students are away for an unjustified absence for a period longer than a week and they do not access Google Classroom, evidence of learning while away must be provided before and on return.

If you are finding it hard to get your child to school, please talk with us so we can work together. Our school is committed to supporting your child to attend school.

Activities Included in the STAR	What this may look like in practice	Who within your school might be responsible	Note any actions your school is doing to incorporate these activities
▼For students with less than 5 days absence in a school term			
<ul style="list-style-type: none"> • Clear communication to parents on attendance expectations on enrolment, at the start of school year, and each term • Communicate to parents what steps the school will take in the event their child is absent from school • Communicate good attendance habits to students and parents 	Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	School leadership	
<ul style="list-style-type: none"> • Monitor attendance • Communicate to parents about every absence • Maintain contact details of parents 	Have procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents	Administration and Deputy Principal	

<ul style="list-style-type: none"> Provide students with regular updates on their own attendance 	Provide regular reporting via online portals and classroom discussions	Teachers / Deputy Principal/Principal / Administration	
<ul style="list-style-type: none"> Report regularly to parents on attendance of their child 	Notify every absence, providing weekly, or term reports through school communication methods	Teachers/Deputy Principal or Administration team	
<ul style="list-style-type: none"> Support students getting to school 	Communicate to parents the supports available to assist them to get their children to school	In-School (Principal, Deputy Principal, LSC) attendance team	
<ul style="list-style-type: none"> Use school level approaches to promote good social and learning environment 	Utilise trauma informed practices or PB4L and regular PLD opportunities	School leadership, LSC	

Activities Included in the STAR	What this may look like in practice	Who within your school might be responsible	Note any actions your school is doing to incorporate these activities
▼ For students with up to 10 days absence in a school term			
<ul style="list-style-type: none"> Send formal notification and contact parent/guardian to discuss reasons for absence 	Utilise templates and resources provided by the Ministry of Education	Teacher or In-School attendance team (Principal, Deputy Principal, LSC)	
<ul style="list-style-type: none"> Support students to catch up missed learning where required 	Identify missed learning objectives and providing notes or activities to bring student back up to speed	Teacher, Teacher or In-School attendance team (Principal, Deputy Principal, LSC)	
<ul style="list-style-type: none"> Use in-school resources as appropriate to remove barriers e.g. counselor, 2nd hand uniform shop, PB4L 	Make parents and students aware of additional resources and support to access them	In-School attendance team Teacher or In-School attendance team (Principal, Deputy Principal, LSC)	Hardship Fund

Activities Included in the STAR	What this may look like in practice	Who within your school might be responsible	Note any actions your school is doing to incorporate these activities
▼ For Students with up to 15 days absence in a school term			
<ul style="list-style-type: none"> Send escalated formal notification to parents and collaborate on a support plan Develop and implement a plan tailored to the reasons and circumstances around the child's absence 	Utilise templates and resources provided by the Ministry of Education	Teacher and In-School attendance team (Principal, Deputy Principal, LSC)	
<ul style="list-style-type: none"> Use in-school resources as appropriate to remove barriers and request support from Ministry or other agencies as needed 	Engage with the Ministry of Education attendance services to find out about options for support	In-School attendance team (Principal, Deputy Principal, LSC)	Hardship Fund

Activities Included in the STAR	What this may look like in practice	Who within your school might be responsible	Note any actions your school is doing to incorporate these activities
▼ For Students with 15 days or more absence in a school term			
<ul style="list-style-type: none"> Send warning notice and make contact to arrange meeting with parents 	Utilise templates and resources provided by the Ministry of Education	School leadership	
<ul style="list-style-type: none"> Escalate to multi-agency response 	Refer to Ministry of Education attendance services or other	School leadership and In-School attendance team (Principal,	

<ul style="list-style-type: none"> Participate in multi-agency response 	<p>agencies</p> <p>Support access to services and collaborating with specialists</p>	Deputy Principal, LSC)	
<ul style="list-style-type: none"> Implement and monitor improvement plan 	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	In-School attendance team (Principal, Deputy Principal, LSC)	
<ul style="list-style-type: none"> Refer to the Ministry to consider action, including prosecution, when supports are offered and not taken up 	Engage with Ministry of Education to discuss options available and required steps to take	School leadership and School board	
<ul style="list-style-type: none"> When criteria is met, follow prescribed processes to enroll the student 	<p>Update ENROL as soon as school is made aware a student will not be returning and complete a non-enrolled notification</p> <p>Share information with other agencies</p>	School leadership and Administration team	