



Greenacres School: Attendance Plan

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Ehara taku toa i te toa takitahi, engari he toa takitini.

Success at Greenacres School is not only measured by the success of the individual but by the success of us all.

At Greenacres School, in line with our whakatauki and vision statements, we believe that regular attendance is crucial for akonga success and well-being. Every day matters, as consistent presence at school supports learning, social development, and overall achievement. This plan outlines our commitment to ensuring all tamariki attend regularly and explains how we partner with parents and caregivers, to achieve this.

Our Commitment to Attendance

As required by the Education and Training Act 2020, students between six and sixteen years old must be enrolled at school and attend regularly. Greenacres School is dedicated to:

- **Accurate Recording:** We record attendance daily through our Student Management System (SMS), HERO, using Ministry of Education attendance codes, ensuring all students are accounted for, including in emergency situations. Attendance Codes are checked to ensure they best fit the reason for the absence.
- **Proactive Monitoring:** We monitor absence patterns through HERO. We have excellent connections with our families and they are encouraged, and often approach us with any issues impacting on attendance. Attendance rates are also made very visible to parents on their child's report page on HERO. Additionally, the school will notify parents of any concerns in a timely manner. This will usually be done face to face or by telephone call and be done based on the priority listing of

primary contact information stored in HERO.

- **Supportive Environment:** We work collaboratively with students, parents / caregivers / guardians / whānau, staff, and external agencies to identify and address attendance barriers.

Parent's Role in Attendance

Parents and guardians have a legal obligation to ensure their children attend school regularly when it is open. We ask for partnership by:

- **Notifying Absences:** Please inform the school promptly (ideally before 9:00 AM on the day of absence) if your child will be absent, providing a clear reason (e.g., illness, medical appointment).
- **Justifying Absences:** Absences can be justified (e.g., medical reasons, bereavement) or unjustified (e.g., unapproved holidays). We record this in our attendance register.
- **Encouraging Regularity:** Help us foster a love for learning by encouraging your child to attend school every day, on time. Please approach us if you have any concerns that may be impacting regular attendance.

Our Stepped Attendance Response (STAR) for Non-Attendance

Greenacres School employs the Ministry of Education's Stepped Attendance Response (STAR) framework. This structured approach helps us identify attendance concerns early and provides a series of tailored interventions based on the level of absence. Our goal is always to support your child's return to regular attendance.

The Ministry of Education's target is for 80% of all students to be attending school regularly (90%) of the time. In Term 1 of 2025, 83% of students at Greenacres School attended regularly (90%). In Term 2 2025, 74% of students at Greenacres School attended regularly (90%). In term 3 2025, 66% of students at Greenacres School attended regularly (90%)

We categorise attendance based on the number of days absent in a school term:

Attendance Category	Equivalent Absence (per term)	Description of Impact on Progress
GOOD	Less than 5 days	Good chance of success

WORRYING	Up to 10 days	Less chance of success
CONCERNING	Up to 15 days	Hard to make progress
SERIOUS CONCERN	15 days or more	Very hard to make progress

Here's how we will respond to different levels of non-attendance:

Step 1: Early Intervention (Worrying Attendance - Up to 10 days absence per term)

- **Initial Contact:** For unexplained absences, the school will make timely contact with parents / caregivers / guardians / whānau (e.g., face to face or by phone call) to ascertain the reason.
- **Monitoring & Discussion:** We will continue to monitor attendance patterns. If an irregular absence pattern emerges (5-9 days absent per term), we may initiate a conversation with parents to discuss the attendance patterns and offer early support or strategies.
- **Focus:** Identifying and addressing minor barriers to attendance.

Step 2: Increased Support (Concerning Attendance - Up to 15 days absence per term)

- **Formal Communication:** If absences become concerning (10-14 days absent per term), the school will send a warning notice and arrange a meeting with parents / caregivers / guardians / whānau.
- **Collaborative Plan:** During this meeting, we will work together to understand the underlying reasons for absence and develop a collaborative improvement plan. This plan might include:
 - Strategies to address specific attendance barriers.
 - Referrals to within-school supports.
 - Setting achievable attendance goals.
- **Focus:** Implementing tailored interventions and actively monitoring progress.

Step 3: Multi-Agency Involvement (Serious Concern - 15 days or more absence per term)

- **Escalation:** For serious and persistent non-attendance (15 days or more absent per term), the school will escalate to a multi-agency response, which may involve

working with external agencies such as the Attendance Service.

- **Intensive Support:** We will continue to participate in multi-agency responses and implement the improvement plan. This step provides more intensive support and may involve:
 - Targeted interventions from external providers.
 - Regular meetings with all parties involved.
 - Consideration of Ministry-led prosecution if supports are offered and not taken up, as a last resort.
- **Focus:** Coordinated support to re-engage the student and ensure their regular attendance.

The Impact of Persistent Lateness and Absence

Being at school on time and every day is key to students growing in their learning and social development. While we understand that sickness or family challenges can occur, persistent lateness and unjustified absences can significantly impact your child's educational progress. Each day, and even each minute missed, means lost learning opportunities.

The table below illustrates how accumulated absences can add up over time:

Attendance %	Daily/Weekly/Termly Absence	Learning Time Missed (After 1 Year)	Learning Time Missed (After 8 Years)
98%	1 day / term	4 days	40 days or 8 weeks
96%	2 days / term	8 days	64 days or 13 weeks
90%	1 day / 2 weeks	20 days / 4 weeks	160 days / 32 weeks
79%	10 days / term	40 days / 8 weeks	320 days / 64 weeks

(These statistics are approximate and illustrate the cumulative effect of absences.)

Supporting Students Returning to School

We understand that students may return to school after long periods of absence. We are committed to supporting their reintegration by:

- **Addressing Learning Loss:** Strategies or actions to help students catch up on missed learning. These may be strategies such as additional home learning tasks, or targeted interventions with specialist teachers.
- **Social Reintegration:** Targeted actions to help students rejoin the wider school environment and restore friendships, such as a buddy or tuakana-teina system.
- **Ongoing Communication:** Keeping parents informed about the student's progress in reintegrating back into school life. This can be done through our SMS, HERO, and through face-to-face meetings

Monitoring and Review

Greenacres School regularly reviews and adjusts its attendance procedures and policies to ensure their effectiveness. Active monitoring of students' attendance is done weekly by the office manager and principal and Deputy Principal. We monitor that procedures are being followed and report to the Board on attendance matters at each Board of Trustees meeting. Attendance policies and procedures are curated by School Docs and reviewed regularly on a cyclical basis to ensure they comply with current legislation and Ministry of Education guidance.

Our Policies and Procedures around attendance can be found on our School Docs site:

www.schooldocs.co.nz

We encourage you to communicate openly with us about any challenges your child may be facing.

Growing future-ready tamariki in our mana-enhancing community.