



ATTENDANCE MANAGEMENT PLAN (AMP) SCHOOL



Regular Absence

Good chance of educational success

Whānau/Parents/Caregivers

- Ensure student attends everyday they are able
- Open communication with school
- Reinforce good attendance habits
- Support other parents to reinforce good attendance

School

- Communicate to parents what steps the school will take in the event their child is absent from school
- Monitor attendance (see attendance procedures)
- Communicate to parents about every absence
- Maintain contact details of parents
- When required, support students getting to school

At Woodville School, we value the enormous amount of time and energy our ākonga put into teaching and learning. So, for our tamariki to have the highest possible chance of success in our school, they need to attend regularly and promptly.

Irregular Absence

Less chance of educational success

Whānau/Parents/Caregivers

- Return student to regular attendance
- Contact school to discuss reasons for absence
- Support student to catch up on missed learning
- Engage in supports offered

School

- Contact parent/caregiver to discuss reasons for absence and send formal notification if absences persist
- Support students to catch up missed learning where required

0 – 4 days absent
in a term
(Good)

5 – 9 days absent
in a term
(Worrying)

10 – 14 days absent
in a term
(Concerning)

15+ days absent
in a term
(Serious Concern)

Moderate Absence

Hard to make educational progress

Whānau/Parents/Caregivers

- Return student to regular attendance
- Attend meeting at the school to analyse reasons for absence and to collaborate on a support plan

School

- Send escalated formal notification to parents
- Hold meeting to analyse reasons for absence and to collaborate on a support plan
- Develop and implement a plan tailored to the reasons and circumstances around the child's absence

Chronic Absence

Very hard to make educational progress

Whānau/Parents/Caregivers

- Return student to regular attendance
- Engage in improvement plan
- Participate in regular meetings

School

- Send warning notice and make contact to arrange meeting with parents
- Escalate to multi-agency response
- Participate in multi-agency response
- Implement and monitor improvement plan
- Consider prosecution if appropriate and/or if supports are offered and not taken up.

Regular school attendance works when communication between home and school are strong.

Some benefits of regular attendance at our school include:

- 100% attendance treat days
- Increased learning and participation time and therefore improved achievement outcomes
- Increased interactions with peers and therefore improved social well-being outcomes



OUR ATTENDANCE PROCEDURES



Our Board have set the target of reaching 90% daily attendance and improving our regular attendance by 5% each year until we reach 90%. Our attendance procedures outline the steps taken to record and monitor absences at our school and is used in conjunction with our AMP.

Whānau/Parents/Caregivers

- Communicate to the school office via text, phone, email, or school app if your child is absent for any reason

School Office

- Office manager will monitor for whānau communication and record any absences on the student management system in the morning
- Teaching staff will take class rolls at 9am and 1.50pm and report any absences to the office via the school's student management system.
- Office manager will promptly contact whānau regarding any unexplained absences after morning or afternoon roll calls have been completed

Teachers

- Teachers will monitor for whānau communication and record any absences on the student management system in the morning
- In team meetings:
 - worrying/irregular student absences are discussed and minuted in agenda before contact is made with whānau by their respective teacher in the first instance and support offered.
 - worrying/irregular student absences (continues) after whānau contact and support has had limited to no effect then student absence is elevated to the Principal.
 - students achieving over 90% regular attendance are recognised and any 100% attendance is tracked and names are passed on to the Principal for 100% attendance treat day.

Principal

- Will act as relief cover for the attendance procedures in the absence of the Office Manager.
- Communicate with whānau regarding irregular, moderate, and chronic absences by offering support and maintaining a working relationship.
 - if required, formal notifications are sent to whānau and the School Board is informed.
 - attendance services contacted for support