

Taita College

Attendance Strategies

IF ABSENT FOR 0 - 5 DAYS PER TERM

Parents/Guardians will:

- Ensure student attends every day they are able to
 - Have open communication with school by notifying the school of student's absence
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Schools will:

- Have clear communication to parents on attendance expectations
- Communicate to parents what steps that the school will take, in regards to absences
- Monitor attendance
- Tutor Teachers will follow up each absence
- Support students in getting to school
- Provide students with regular updates of their attendance
- Report regularly to parents on attendance of their child

IF ABSENT FOR 5 - 10 DAYS PER TERM

Parents/Guardians will:

- Return student to regular attendance
 - Caregivers will notify the school of student's absence
 - Support student to catch up on learning
 - Engage in support offered from school
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Schools will:

- Tutor Teacher/Dean will contact home
- Attendance plan will be completed
- Attendance plan will be shared with caregivers
- Attendance will be monitored by year level Dean
- Support students to catch up on missed learning
- Use in-school resources to assist in removing barriers regarding attendance

IF ABSENT FOR 10 - 15 DAYS PER TERM

Parents/Guardians will:

- Return student to regular attendance
 - Attend a meeting at school to discuss reasons for absence and to collaborate on a support plan
 - Implement strategies at home
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Schools will:

- Send escalated formal notification to parents
- Hold a meeting to discuss reasons for absences and to collaborate, review and tailor the Attendance Plan
- Awhi Attendance referral to assist whānau and student to attend school
- Use in-school resources to assist in removing barriers regarding attendance

IF ABSENT FOR 15 OR MORE DAYS PER TERM

Parents/Guardians will:

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

- Send notice to whānau and make contact to arrange meeting
- Continue with Awhi Attendance working with whānau
- Implement and monitor Attendance Improvement Plan
- Assistant Principal will action referrals to outside agencies for support
- Request Ministry of Education support
- Unenrol students who will not be returning to school