

STEPPED ATTENDANCE RESPONSE PLAN

The government's target is for 80% of students to attend school regularly, that is, students to attend school more than 90% of the time

The school shares these attendance expectations with students and their parents/guardians and caregivers and require students to be present and attend classes on time. Expectations are shared at enrolment, in the school newsletter and in classrooms.

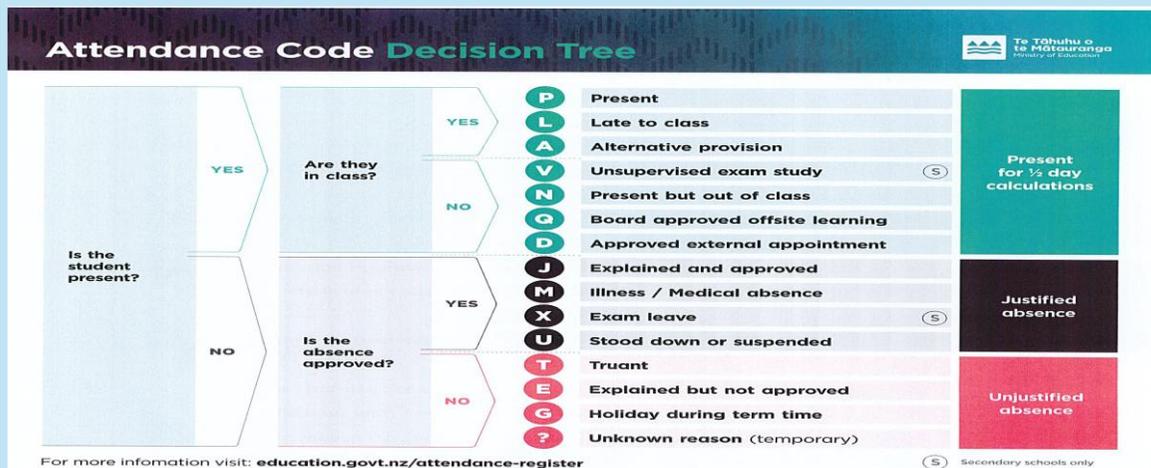
SCHOOL RESPONSIBILITIES

Teachers complete morning roll daily by 9.00 am

Office staff check absence messages daily (phone, email via Skool Loop)

If no notification from whānau, office staff follow up daily with a text or phone call

If unable to contact whānau, student absences are marked as unjustified



The school contacts parents/caregivers when their child has a moderate attendance record, ie, their attendance has dropped below 80% overall. Families and the school work together to improve the student's attendance.

The school refers children to Attendance West for additional support for school and whānau when learners have less than 70% attendance, or regular absences at specific times, or absent intermittently.

PARENTS/GUARDIANS AND CAREGIVERS' RESPONSIBILITIES

Parents/Caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent.

Parents/Caregivers can contact the school either in person at the office, by phoning the office, or by email via Skool Loop.

Arrange appointments and trips outside school hours or during school holidays where possible.

Work with the school to manage attendance concerns. Edmonton School has partnered with Attendance West to support student attendance.

<https://attendancwest.com/#about>

Follow school attendance policy and procedures. Refer to school website

<https://www.edmonton-primary.school.nz/about-us/charter-policies-annual-accounts/>

Parents/caregivers may ask for their child to be excused from certain areas of the curriculum for religious or cultural reasons.