

Kawaha Point School
2026 Stepped Attendance Response Activities



Below is our stepped attendance response for responding to individual student absence. Actions can be taken at any stage and there is no requirement to wait for a student to be identified at a threshold to take action to address non attendance. Contact parents asap (ideally within 2 school days) and arrange a meeting for as soon as possible.

Day-to-day operations			
Activities	Practice	Responsible Person	Notes & Actions
Daily attendance monitoring	Attendance will be recorded 2 times a day: 9.00-9.15 am 1.30-1.45 pm	Class teachers	Check information forwarded by parents on HERO about absence- record to appropriate code.
Following up absences daily	Follow-up daily with parents of any unexplained absences. Use procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents.	Class teachers Administration team	Text message or phone call to parents/whanau. Text based reminder to be sent from 10 am for all unexplained absences. If there is no response - phone call will be made to whanau.
Communicate with parents	Set expectations, procedures and follow-up steps the school will take when a student is absent. Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents about how to communicate with the school about when their child will be away from school.	Principal, Deputy Principal, Admin Team Principal, Deputy Principal, School board	Termly attendance features including updates on data in newsletters. Expectations and guidance for parents published on our school newsletter/website. Expectations for student attendance and steps that will be taken to address attendance included in enrolment forms. Work with parents and students, where appropriate.
Minimise disruptions to the school day and week	School boards and school leadership prioritise school hours to be for learning	School leadership team	
Assess history of new students	When enrolling, identify issues or trends in attendance history.	DP	Make contact with previous school to identify any attendance concerns.
Escalate attendance issues as needed Develop support plans Involve other services, consider referral to Attendance Services	Seek more support as needed	All staff as appropriate.	Staff are encouraged to escalate issues according to these procedures. If you are unsure, please discuss with Jenny.

Students with up to 5 days absence

Activities	Practice	Responsible Person	Notes & Actions
Communicate with parents/caregivers Contact parents to discuss reasons for absence and impact on learning. Offer support. Explain ways of communication to let the school know about reasons for absence.	Identify all student absences- up to 2 days absent	Class teacher. Admin -Monique	Follow-up all absences with text or phone call to parents to confirm the reason for absence Daily Text- phone call
	2 or more days absent with no reason given, class teacher to inform DP - share actions and responses.	Class teacher DP- Jenny	Contact whanau, text-phone call Letter sent home to support whanau sharing information about attendance concerns and importance of attendance and ways to communicate with school about absence.
Between 0-4 days absence all absences need to be followed up to ensure the correct code is recorded against the absence. Any students, already on attendance list from previous term will be identified on the Attendance Data Base			

Students with up to 10 days absence (between 5-9 days)

Activities	Practice	Responsible Person	Notes & Actions
Contact parents to discuss reasons for absence and impact on learning. Offer support. Explain ways of communication to let the school know about reasons for absence.	After 5 days Phone contact to be used if this is not the first time student has met the threshold	DP- Jenny	Record actions taken in Attendance tracking doc. If there is no action taken due to individual circumstance- record this against the student record. Follow-up to be within 2 school days of meeting the threshold.
Attendance Support Agencies: Attendance Van Service SWIS	Identify barriers to student attending that the school could assist with	DP- Jenny	Parents and students provided access to additional resources.
Between 5-9 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. For students that have progressed from having higher absences, provide feedback on the positive improvement on their attendance to both student and whānau. If there is no action taken due to individual circumstance- record this against student record.			

Students with less than 15 days absence(between 10-15 days)			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further contact with parent Email and/or phone call as required for escalation.	DP- Jenny and Class Teacher, and/or School leadership. Attendance agency team	Record actions taken in Attendance tracker.. If there is no action taken due to individual circumstance- record this against student record.
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence	Arrange meeting including parents and student.	DP- Jenny- class teacher can also be involved.	Consider who is needed at this meeting.
Use in-school resources as appropriate to remove barriers and request support from as needed	Identify what further supports are available	DP- Jenny	Communication with Attendance support agency, SWIS, MOE .
Between 10-14 days absence, investigate reasons for this absence and if there is a pattern across the year consider actions listed at higher thresholds. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			
SERIOUS CONCERN: CHRONIC attendance : 70% attendance or less - Absent for 15 days or more across a term			
Activities	Practice	Responsible Person	Notes & Actions
Contact parent to escalate concerns	Further escalating with agency support.	DP- Jenny, School leadership	Record all actions on Attendance tracker doc.
Request support from Ngati Whakaue Attendance Services- complete a CA referral.	Refer to Ministry of Education attendance services or other agencies	DP- Jenny, Principal	Before referral check all previous actions like support plan are in place. Resources and supports will continue to be provided as appropriate
Participate in multi-agency response	Support access to services and collaborating with specialists		Reintegration plan in place to return student to regular attendance
Hold meeting with parent/caregiver and student (where appropriate) to analyse reasons for absence.	Arrange promptly for meeting including parents and student. Consider who will be in attendance.	DP and class teacher can attend if needed.	Plan to return student to regular attendance. Develop a plan for transitional return.
Maintain implementation and monitoring of support plan	Hold everyone accountable for their part in the plan, and take action quickly where expectations aren't being met	DP- Jenny, Principal	Support plan in place Continue monitoring Steps taken to reintegrate student
Over 15 days absence, investigate reasons for this absence and discuss actions with Principal, SWIS, class teacher. Record all actions taken to address non-attendance. If there is no action taken due to individual circumstance- record this against student record.			