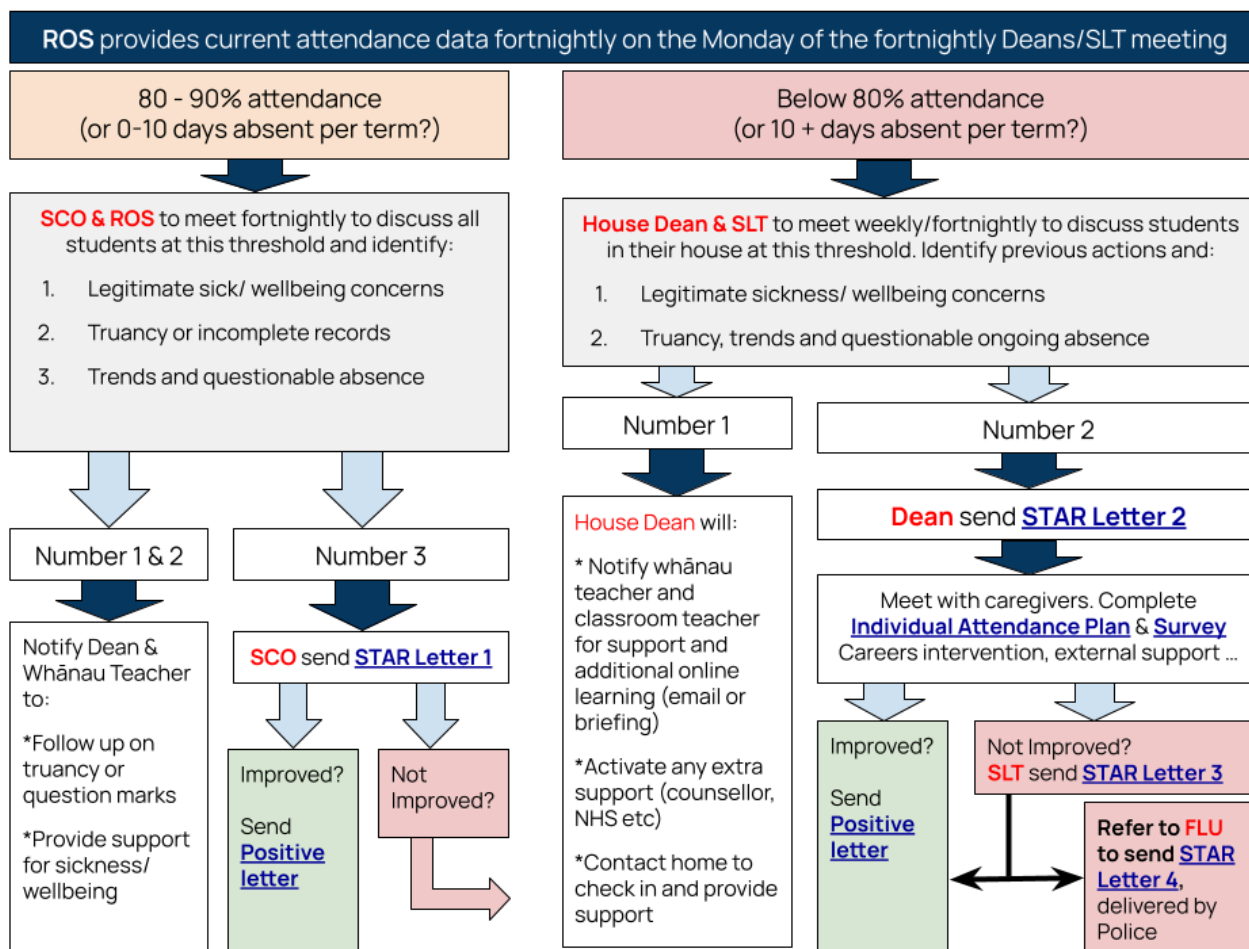


Regular Attendance Tracking



Tracking is divided into two areas, although there will be natural overlap and clear communication across the two levels. ROS will provide data to the Deans and Student Liaison Officer on the Monday of the fortnightly Deans/SLT meeting.

1. 80-90% attendance (Student Liaison Officer)

The Student Liaison Officer (SCO) and Deputy Principal responsible for attendance (ROS) will meet fortnightly to track attendance and identify those who are between 80-90%. Trends will be identified and discussed. E.g. Is the attendance due to one prolonged spell of sickness, or is it a regular pattern of one specific day per week, etc?

Actions will be put into place to target those students, including

- Clear communication with Deans/SLT if there are significant reasons for lower attendance lately (sickness, etc)
- Phone calls home for students with notable patterns
- Formal notification for “worrying” or “concerning” using the STAR templates
- Referral to whānau teachers to discuss attendance strategies in whānau time
- Referral to Deans or whānau teachers for follow-up if there are pastoral or wellbeing concerns
- Home visits (by SCO) if we cannot make contact with the whānau

2. Below 80% attendance (House Dean and SLT link)

The house dean and SLT link will meet weekly to discuss pastoral PB4L tiers and attendance. Students who are below 80% in each house will be identified, and actions will be put into place to target those students, including:

- Phone calls home
- Explore reasons or barriers to attendance and provide support (financial, transport, bullying, safety, learning, etc)
- Meet with student and whānau to complete [Individual Attendance Plan](#) (IAP)
- Referral to Deputy Principal responsible for attendance (ROS) to send stepped formal notification letter for “worrying”, “concerning” or “serious concern” attendance threshold using the STAR templates
- Home visits (by SCO) if we cannot make contact with the whānau
- Referral to ACES
- Engage external agencies including School of Secondary Tertiary Studies (SSTS based at MIT), NHS, Youthline (resilience), Kari centre, Ease up, CADS and Altered High

Attendance Codes

There are 15 attendance codes used to record attendance. More information about codes and the descriptions can be found here:

<https://www.education.govt.nz/news/refreshed-attendance-codes-term-1-2025>

Sign in and sign out

Students are no longer required to sign in or out at reception. Parents may sign out their students upon pick-up. Teachers will update attendance in KAMAR for late arrivals upon the student's arrival to class.

Sports Seasons

Students participating in Waiheke High School sports leagues, such as netball, basketball, and football, will be required to leave school early for matches on a regular basis.

Team lists will be recorded in KAMAR at the beginning of each season. Students must gather at reception at the designated time. E.g. 2:30 pm for netball and lunchtime for football and basketball. The coach will conduct a weekly attendance roll and submit it to ELL or SCO at reception, who will enter student attendance into KAMAR with the code “Q”

EOTC

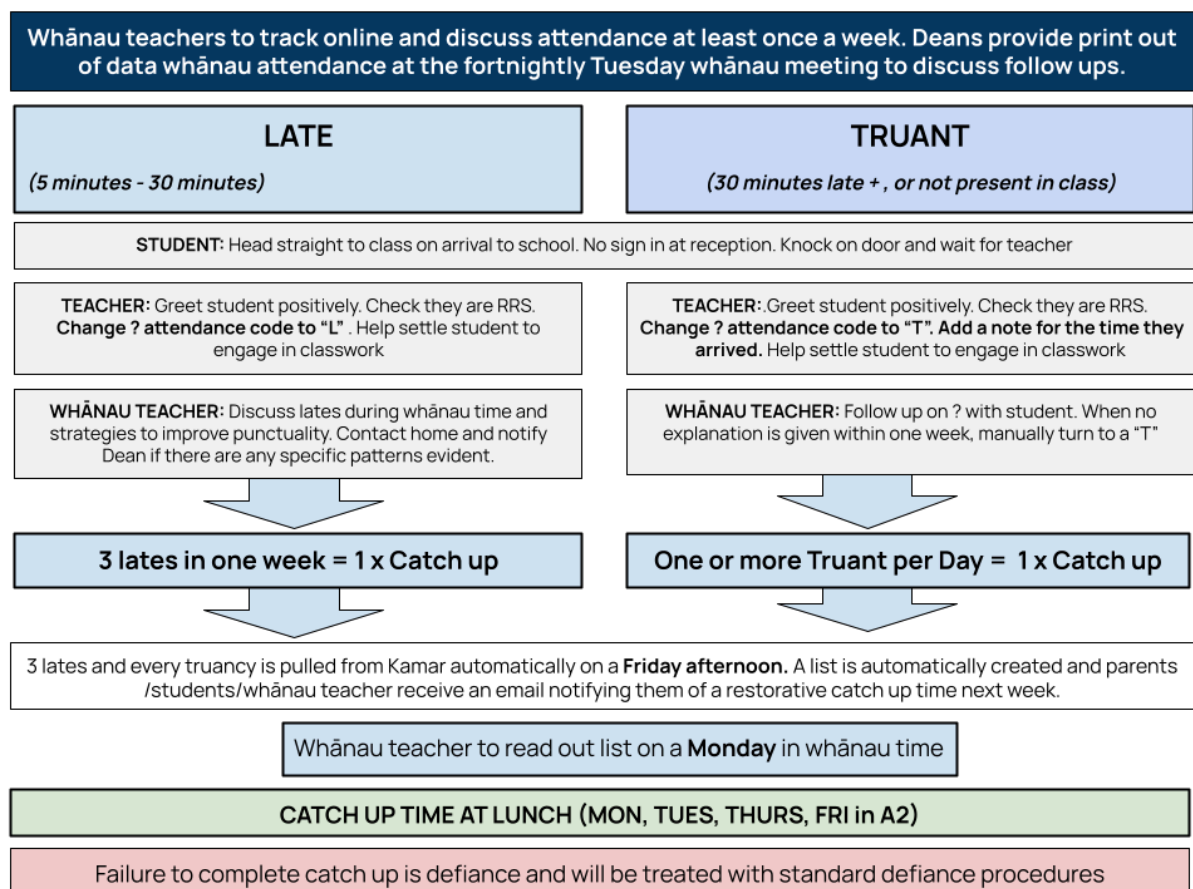
The procedure for EOTC events requires that group lists be entered in KAMAR, using either a specific trip list or an existing class list. The Person in Charge of the EOTC activity is responsible for delivering an updated attendance roll to reception (ELL or SCO). This should be provided upon arrival at the trip or when signing out to leave school for a lesson.

Staff Follow-up

Staff will also require some intervention when attendance is not completed or when marked incorrectly. Teachers will be followed up by the Deputy Principal.

Deans are responsible for tracking and following up student attendance with whānau teachers to ensure that incorrect marking is not a contributing factor towards low attendance rates.

Truancy and Punctuality



Attendance Procedures - Expectations for staff and students

Classroom Teacher

1. Classroom teachers are expected to complete their daily rolls accurately and in a timely manner, within the first 10 minutes of a class
2. When a student is missing, mark the student as ? and this will be followed up by the whānau teacher. Focus on your class and the lesson at hand
3. When a student is 5 minutes late or more (including 55 minutes into a lesson), they must be marked L. This attendance should be amended during the lesson.
4. An email notification will be sent to teachers when the roll has not been completed
5. HOF's and SLT in charge of attendance will follow up on teachers who have incomplete rolls, or those who are not completing rolls on time.
6. The teacher should put consequences in place for the student to catch up on the missed work due to lateness. E.g. lunchtime or interval catch up time

Whānau Teacher Procedure

1. Whānau teachers are notified via email when students in their whānau class have been marked as either ? or T on the daily roll. They must address this with students in a timely manner, ideally the next day. This involves seeking explanation for absence from both the student and from whānau or caregiver and changing the code directly in Kamar - [How to change individual attendance](#)
2. Where a student has missed more than one class (for truancy or lateness) in a two week period, whānau teacher must **call home** (an email will not suffice)
3. If a student missed more than three classes (for truancy or lateness) in two weeks, the whānau teacher and Dean should meet with parents together.

Dean and SLT Procedure

1. Deans are expected to keep a regular oversight of the whānau class attendance and will actively challenge whānau teachers to keep whānau class attendance up to date. Attendance will be tracked and discussed in every motu meeting
2. SLT and Deans receive a list of 15 students each week who have the poorest attendance in their house. SLT and Deans must discuss intervention strategies for the worst attendees. This includes phone calls home to parents and parent meetings.
3. All students who fall under 80% will be referred to Jane Scorey for follow up
4. Students who have chronic absence will be referred to A.C.E.S (Auckland City Education Service) or other outside agencies. SLT will send a notification explaining that the student has been referred to A.C.E.S

Student Procedure

1. Students are expected to take responsibility for their own attendance. E.g. If they think the entry is incorrect, they should address the teacher directly.
2. Students will receive an email notification when they have been entered as ? or T in our Student Management System. They must either bring notification from home as to why they were absent or have home notify the school.

Caregiver Expectation

1. Parents, whānau and caregivers are expected to notify the school, in advance where possible, when a student will be absent. This can be via School Apps, email or phone call.
2. Parents, whānau and caregivers are able to check student attendance at any time using the Waiheke High School Parent Portal.