# Sir Edmund Hillary Collegiate Middle School Attendance Plan

**Purpose:**

This plan is designed to help every student succeed by ensuring they are at school and ready to learn. Guided by the Education and Training Act (s137A–137D) and the government's STAR framework, we work closely with whānau to identify attendance issues early. Our shared goal is to reduce unjustified absences and lateness so no student misses out on learning.

The **St**epped **A**ttendance **R**esponse (**STAR**) is used to support every student's learning and well-being by ensuring regular attendance.

**How We Support You**

**Daily Checks:**

- We check rolls every morning (9:00 am) and afternoon (1:30 pm) to ensure students are safe and present.

**Rapid Follow-up:**

- 1 day away: Your classroom teacher will text you for an explanation.
- 2 days away: Your teacher will call to check in, and our Attendance Support (Whaea Liz) will be notified.
- 3 - 4 days away: Our Team Leaders and Deputy Principal step in to offer early intervention support.

**Positive Rewards:**

To celebrate the efforts of our students who really make the effort to get to school and on time, we have weekly and termly rewards.

***The criteria:*** The class with the highest attendance at the end of the week (85% or higher is required) will be awarded **one** of the weekly incentives of their choice.

***Weekly incentives - Friday only***

1. Mufti-day
2. Extra planned Sport & recreation block
3. Extra planned & monitored device block (within school cybersafety regulations)

***Term Challenge & incentive***

***Criteria:*** Classes with the highest attendance 5x or more during the term (at 85%+) will be awarded with the following:

- Ice-blocks + Sausage sizzle AND mufti day OR half a day of planned sports & recreation.

All students who **attend 100%** of the term will also be rewarded with a school trip at the end of the term. These students must also be punctual (**on time**) to school **95%** of the term.

**Key Reminders**

- **Communication is essential:** Please always provide a reason for any absence.
- **Early intervention:** Addressing small issues early prevents them from becoming big problems later.
- **We are here to help:** If you need support getting your child to school, please contact your classroom teacher or the school office.

Contact Us: office.middleschool@sehc.school.nz 09 274 5782 ext: 410

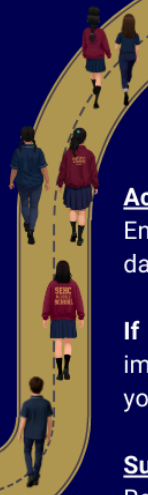
Together, we ensure the Horizon is within reach for all ākonga.

# SEHC MIDDLE SCHOOL ATTENDANCE PLAN


You can contact us via your child's teacher or ...

- office.middleschool@sehc.school.nz
- P: 09 274 5782 ext: 410


## GOOD
**0-4 DAYS ABSENT**



**Action**
Ensure your child attends daily.

**If absent**, notify the school immediately, explaining why your child is absent.

**Support**
Reinforce good attendance habits by establishing consistent routines at home.

> **Did you know?**
> Class rolls are taken twice a day, Once at **9am** and at **1:30pm**.
>
> When your child is late - this too is recorded and consistent lateness can impact on their learning.

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> **Did you know?**
> Our attendance data is sent to the Ministry of Education at the end of every week.

## FAIR
**5-9 DAYS ABSENT**

**Action**
The school will contact you to discuss your child's absences.

**Purpose**
To understand reasons for absence and reinforce attendance expectations.

**Support**
Work with the school to identify how we can help get your child back to school.

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## WORRYING
**10-14 DAYS ABSENT**

**Action**
A meeting with school leadership, whānau and their child will be organised.

**Support**
Identify barriers and create a plan to remove these.

**Support**
Access to additional support, resources or services may be provided.

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> **Did you know?**
> It is highly likely that the Ministry of Education will begin to issue penalties for families who have received support and not found to be acting in good faith to support the return of their child to school.

**Action**
The school must escalate the issue to the Ministry of Education.

**Possible outcome**
Further implementation and support put in place outside of the school's jurisdiction

**Support**
Possible legal action if support is declined without a valid reason.

## SERIOUS CONCERN
**15+ DAYS ABSENT**

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We are committed to working with you to remove any barriers to your child's regular attendance and success. Please follow our school's attendance plan and contact the school with any questions.