

# Highfield School

# Attendance Action Plan



Our kura Strategic Plan has been formulated to create a safe, caring and exciting learning environment for all of our ākonga to thrive and soar while their culture is being encouraged and shared. Embedding our Strategic Plan and vision is the first step in helping manage attendance.

**Together we soar to new heights**

*Ka eke ngātahi atu mātau ki ngā taumata hou*

Timeframe	Action	Responsibility
Daily	Teachers to complete roll by 9.05am & send any late arrivals to the office.	Teaching Staff
Daily	Office Manager to follow up unexplained absences. First send a text message via Hero. If no response make a phone call.	Office Manager
Fortnightly at Team Meetings	Teachers to share their attendance data from previous fortnight. Discuss and note down the students whose attendance is <b>80-90%</b> and <b>70-80%</b> and <b>less than 70%</b> Add children who are <b>70- 80%</b> and <b>less than 70%</b> to the Children of Concern document on Hero using "Attendance Interventions" page.	Teaching Staff
↓	Check in with those whānau via their preferred form of contact (Hero/Email/Phone call). <i>How's everything going? We've been missing ... in Room... Is there anything we can do to help?</i>	Teaching Staff
Following Team Meetings at SLT Meeting	Team Leaders share their Students of Concern at SLT Meeting	SLT
	If after initial 'Check-in' attendance has not improved a phone call from Team Leader	Team Leaders
	If still no improvement letter home via Principal and refer to Attendance Services.	Principal

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