

SWANSON SCHOOL

Whāia te ara hou Navigating new pathways



Stepped Attendance Response - STAR

The STAR sets expectations for school, student, parent/guardian, Ministry of Education and broader system responses to student absence. It provides a series of activities that should be considered when students meet absence thresholds.

Our Attendance Target

2025 - 65% of ākonga attending school more than 80% of the time.

2026 - 70% of ākonga attending school more than 85% of the time.

Swanson School Stepped Attendance Response - STAR

EVERYDAY

- Morning Roll completed by 9am.
- Admin staff check absence messages (email, voicemail, notes, eTap). Teachers record any parent notifications received.
- Automated text to whanau of any/all students who are coded with a '?' code
- Afternoon Roll completed by 1.00pm.

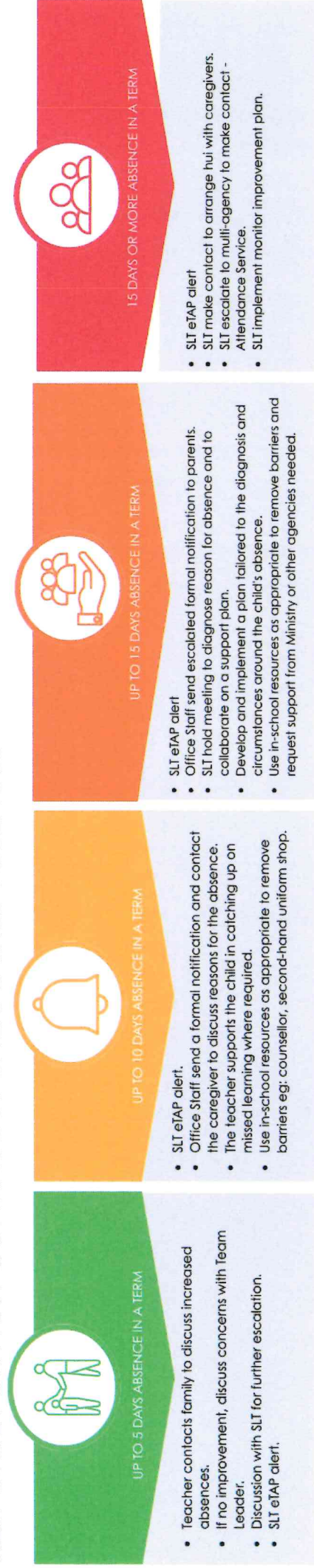
ALL STAFF

- All share attendance expectations with all whānau including how to communicate absences with the school. You can access this on our website.
- Attendance data available to whānau via 'At School' app.
- All staff create a welcoming environment for all whānau and ākonga. This includes building positive relationships, establishing reciprocal connections, and ensuring physical spaces reflect a sense of belonging, culture and language.
- Teachers/ SLT/ Office add absences notes to the student's profile on SMS.

RESPONSE FOR CONTINUOUS UNEXPLAINED ABSENCES



RESPONSE FOR NON-CONTINUOUS UNEXPLAINED ABSENCES

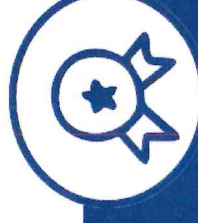


Swanson School Supporting Attendance



INTERNAL SUPPORT FOR WHĀNAU THAT SWANSON PROVIDES

- Breakfast is available every morning in the Community Room.
- KidsCan snacks - available every day in every class.
- Hot lunch available daily.
- Shoes, socks, jackets, headlice treatment. All provided by KidsCan.
- A small range of second hand uniforms available.
- Part-time Social Worker in Schools.
- Public Health Nurse.
- Assistance with applying for Variety Kiwi Kids funding.



INCENTIVES TO PROMOTE ATTENDANCE

- Teams acknowledge students for regular and improved attendance.
- Reward certificates for those who have 100% attendance for term.
- Announcement in Hui a Kura for class that has highest attendance over previous two weeks - kai reward.



THE SWANSON SCHOOL BOARD APPROVED OFFSITE LEARNING TO BE:

In alignment with the Ministry of Education's guidelines, our school uses the "Q" attendance code to record justified absences due to exceptional circumstances. This may include situations such as serious illness, family bereavement, or other events where the Principal deems the absence to be unavoidable and legitimate, however is not covered under other specific codes (e.g., medical or explained absences).

Parents and caregivers must communicate these circumstances in writing, and the school retains the right to request supporting documentation. The Principal, as delegated by the Board, will make the final decision on whether Code Q is appropriate, ensuring that it is used consistently and fairly.