

## CLASSROOM

### Classroom Roll Taking - Daily Attendance Record

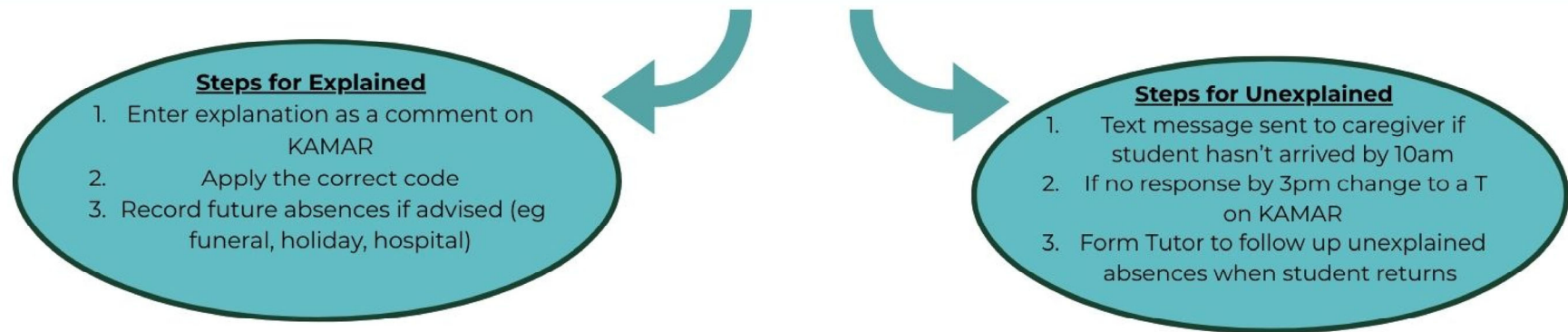
- Form Time roll completed by 8:50am. All classroom rolls taken promptly.
- When a digital roll cannot be taken, paper rolls to be completed and taken to the Attendance Office
- Rolls updated by classroom teacher when students arrive late, with a Late Pass
- Received parent notifications are noted by FT/Dean/Attendance Officer.

## ATTENDANCE OFFICER

### Review and Update

- Check all notifications and update KAMAR
- Sign students in when they arrive late with an arrival time logged on KAMAR
- Transfer completed paper rolls to KAMAR.

## EVERY ABSENCE MUST BE EXPLAINED



### Response for continuous UNEXPLAINED ABSENCE

#### 2+ DAYS

- Daily texts sent
- FT to flag and check communications.

#### 3 DAYS

- Daily texts sent
- Pre-made letter on KAMAR sent by FT

#### 5 DAYS

- Automated 5 day letter from KAMAR.
- Referral to Attendance West.

#### 10 DAYS

- Automated 10 Day letter from KAMAR.
- Follow up with phone call if no response.

#### 15 DAYS

- Dean/SLT send formal letter of possible non-enrolment. Automated.

#### 20 DAYS

- Final SLT discussion
- Non-enrolment decision made.

### Response for NON - CONTINUOUS ABSENCE

#### 5 DAYS

- Form Tutor hui with student, logged on KAMAR
- Automated KAMAR letter sent

#### 10 DAYS

- Dean Hui with student and log on KAMAR
- Automated 10 Day KAMAR letter sent
- Follow up with phone call home if no response to letter

#### 15 DAYS

- Whānau hui arranged by Dean
- Involvement of Guidance Counsellors and Youth Workers for support
- Daily monitoring by Dean
- Automated 15 Day KAMAR letter sent
- In-school referral or AW referral made

#### 20+ Days

- Attendance West referral
- Automated 20 Day KAMAR letter sent.
- Follow up with phone call if no response for whānau hui
- SLT monitoring
- Consider potential legal action