



SOHS ATTENDANCE PLAN

When students attend school regularly, which is 90% of the time, they make the most progress

1 day absent in one term	
Caregiver Responsibilities	School Responsibilities
<ul style="list-style-type: none"> Notify the school asap if the student is late or absent on the absent line 418 0517 (press 1), email kosborne@sohs.school.nz or complete an absence form on the school website. All students who are late must go directly to class. 	<ul style="list-style-type: none"> Text/ email when the student is absent (caregivers must ensure their contact information is up to date). If the school does not hear from the caregiver, the student will be marked as truant. Teacher to record time student has arrived in attendance notes.
5 – 9 days absent in one term	
Caregiver Responsibilities	School Responsibilities
<ul style="list-style-type: none"> Ensure the student regularly attends school. Attend an attendance hui with the year level dean to agree to a joint support plan. Parents/caregivers are required to work with the school to manage attendance concerns. 	<ul style="list-style-type: none"> Attendance Officer to alert deans of patterns of attendance of any students The year level dean will contact the caregiver regarding attendance concerns. Put a support plan in place. Contact outside agencies for additional support e.g. ASA services.
15 + days absent in one term	
Caregiver Responsibilities	School Responsibilities
<ul style="list-style-type: none"> Ensure the student regularly attends school. Engage in an improvement plan. Participate in regular meetings with the school and outside agencies. Keep communicating with the school. 	<ul style="list-style-type: none"> Ask for medical certificates. Implement and monitor improvement plans. Year level dean and agency are in regular contact/meetings. Rock on referrals if nothing is working, which can lead to reports of concern with Oranga Tamariki. Students that have left the district can be NEN before 20 days. If a student has not returned to school after 20 days, the caregiver will be informed by email and the student removed from the school roll.
<p>Important Information:</p> <p>Holidays are considered “unapproved leave” and actively discouraged. If this cannot be avoided, please submit a leave request in an email to the principal at least 1 month in advance of your travel.</p> <p>Daily attendance is sent to the Ministry of Education every day the school is open.</p> <p>If a student is sick during the day they are not to contact caregivers themselves. They must visit the school sick bay or office who will assess them and contact caregivers if necessary. If this does not happen the students' attendance will initially be marked as unexplained. Upon receiving a call, message or email outlining the sickness this would be changed to explained but not justified.</p>	