



## Sacred Heart College Attendance Plan

### 1. Daily Attendance Procedures

- Classroom teachers complete attendance each day /each session
- 11:00 am a text is sent out to caregivers for unexplained absences
- If no response office calls home and records outcome in SMS

### 2. Follow up Procedures

- Kaiārahi follows up on previous day's absences, update attendance codes and record notes in SMS
- If a student misses two days, the Kaiārahi contacts home again and records the communication.

### 3. Regular Attendance Communication

- Daily attendance email: Parot sends an attendance summary to each Kaiārahi and student
- Weekly attendance email is sent to parents/caregivers

### 4. Pastoral Monitoring

- The **Pastoral Team meets fortnightly** to analyse attendance data and identify patterns or concerns.

### 5. Stepped Attendance Response (STAR) Actions

<b>Yellow Zone</b> <b>(5-9 days absent in a term)</b> <b>Letter 1</b> sent home by Kaiārahi
<b>Orange Zone</b> <b>(10-14 days absent in a term)</b> Dean contacts home and sends <b>Letter 2</b> . A meeting is arranged with caregivers; support services may be engaged (Counsellor, Truancy, Health Nurse, Supported Learning).
<b>Red Zone</b> <b>(15+ days absent in a term)</b> Truancy Services Engaged/Possible progression to a <b>Principal meeting / Board involvement (Letter 4)</b> .

### 6. Medical-Related Absence Pathway

- **Medical Letters 1–2** may be issued.
- Engagement with **Health Services** occurs if absences are related to health concerns.

A link to Sacred Heart College's Attendance Policy can be found on SchoolDocs by searching 'Attendance'.

To access Sacred Heart College's policies and procedures, and review them, visit the SchoolDocs website [here](#), search for the College then enter the username (sacredheartcollege) and password (laingsroad)