



Greenhithe School Stepped Attendance Response (STAR) Flowchart

	- At Greenhithe School we aim to have 80% our students attending school 90% of the time, in order to respond to the government's targets, 2025. - Coding of attendance will follow the most up to date MOE Attendance Code Guidance Booklet. - Monitoring of concerning attendance will be done by office staff and SLT will oversee that the correct procedures are followed. - Greenhithe School Attendance Plan Procedures closely outline steps taken to support MOE target.				
Percentage at school	Excellent (Will meet our target) 95 -100 % less than 5 days absence in the school YEAR.	Good (Good chance of meeting target) 90 % less than 5 days absence in a school TERM.	Worrying (Less chance of meeting target) 80% up to 10 days absence in a school TERM.	Concerning (Concerning to meet target) 75% up to 15 days absence in a school TERM.	Very Concerning (Very hard to meet target) 75% 15 days or more absence in a school TERM.
All Tiers	Clear expectations of attendance in first newsletter at start of each year, and as a social media post. Termly 'challenge' set up for certificate and house colours.				
Tier one Intervention	School office rings to check on the reason for absence.		School office rings to check on the reason for absence, lets class teacher know if concerned, and provides updates if situation changes, e.g., absence worsens		
Tier Two Intervention		Phone call to parent by teacher if concern is other than sickness or holiday, to check in and offer support.	Phone call to parent by teacher to explain concern if unjustified or ongoing medical, meeting set up with teacher, if necessary to provide support.	Meeting set up with teacher to support concern. Team Leader involved and SENCo involvement if not ongoing medical reason for absence.	Office engages external agencies, Attendance service (Senior Education Advisor) attendance.codes@education.govt.nz , Oranga Tamariki
Tier Three Intervention		.	Reminder to parent at parent interview re attendance expectations. Attendance shared termly with parent.	Office engages external agencies, Attendance Service (Senior Education Advisor) attendance.codes@education.govt.nz , Oranga Tamariki	Respond accordingly by advice from the Attendance Senior Education Advisor.
Tier Four Intervention / Other support	Celebrate successes. Student receives a certificate at the end the YEAR. Office prints certificates, handed out at end of year assembly .	Celebrate successes. Student receives a certificate at the end the TERM. Office prints certificates, handed out in class at end of each term.		Respond accordingly by advice from the Attendance Senior Education Advisor.	Attendance Plan-SENCo/DP MOE led support Multi agency support