



Less than 5 Days Absent in a Term - Good (Green Zone)



Parents/Guardians

- Ensure daily attendance where possible
- Reinforce good attendance habits
- Communicate openly with the school around absence via **Hero**, phone: **03 348 7718** or email: **school.information@kirkwood.school.nz**
- Follow school policies and processes



Schools

- Communicate attendance expectations and processes at enrolment and start of each term
- Monitor attendance using Hero and contact parents for every absence
- Provide regular attendance updates to students and parents
- Foster a safe, supportive, and engaging learning environment



Ministry of Education

- Monitor that schools have attendance policies and plans in place
- Track attendance patterns at national and regional levels
- Support schools to be safe, inclusive and effective learning environments

Up to 10 Days Absent in a Term - Worrying (Yellow Zone)



Parents/Guardians

- Return student to regular attendance
- Contact the school to discuss reasons for absence
- Support the student to catch up on missed learning
- Engage with supports offered by the school



Schools

- Send formal notification and contact parents
- Support students to catch up on missed learning
- Use in-school resources to lessen attendance barriers



Ministry of Education

- Support schools with formal notifications where required

Plus previous interventions

Up to 15 Days Absent in a Term - Concerning (Orange Zone)



Parents/Guardians

- Return students to regular attendance
- Attend meetings to analyse absence and create a support plan
- Implement agreed strategies at home



Schools

- Send escalated formal notification to parents
- Hold meetings with parents to develop a support plan
- Implement tailored strategies and request external support if needed
- Use in-school and external resources to lessen attendance barriers



Ministry of Education

- Identify schools with high 'concerning' level students and provide additional support
- Facilitate multi-agency responses
- Monitor interventions and adjust regional resources
- Develop new policies if required
- Support resolution of conflicts

Plus previous interventions

15 Days or More Absent in a Term - Serious Concern (Red Zone)



Parents/Guardians

- Return student to regular attendance
- Participate in improvement plan and regular meetings



Schools

- Send warning notice and arrange meetings with parents
- Escalate to multi-agency response
- Implement and monitor improvement plan
- Undertake or request Ministry-led prosecution if supports are not taken up
- Unenrol students who are not returning



Ministry of Education

- Provide additional support to schools with many 'serious concern' level students
- Facilitate and coordinate multi-agency response
- Provide direct support to parents where required
- Consider system-wide solutions for high-risk attendance
- Lead prosecutions when appropriate
- Work with Attendance Services to re-enrol unenrolled students

Plus previous interventions