



Royal Road School Attendance management Plan 2025

Regular attendance at school is critical to give children every chance to achieve their growth and achievement.

Royal Road School has the target for all children to be absent no more than five days a term.

Royal Road School has an attendance officer. If a child is away parents are expected to contact the school with a reason for that absence. If the school has not heard from the parent the attendance officer will contact them that day by text and phone. Emergency contacts are phoned as a last resort.

The attendance officer is proactive and stays in communication with parents. We know if there are illnesses or family events such as funerals. Communication is positive and constructive but the expectation and importance of regular attendance is always made clear.

Incentives

Royal Road School Vision statement is Self Community World. We want all of our students to be engaged in their learning and excited to come to school every day. We want them to feel like they are missing out if they are not here.

If a child achieves the target of being away no more than five days a term they are celebrated with a certificate at assembly at the end of term. We also send a message of congratulations to the parents for supporting their children to achieve this.

There is a weekly competition at school for two game boxes. These are given to year 1-4 and year 5-8 classes with the best attendance to use for the week. These are very popular and the children are excited to win them. These are presented at the weekly assembly along with a class certificate. The class with the best overall attendance for the week also wins the school attendance cup.

If children are showing a pattern of being late or are being away regularly the attendance officer will use an individual click card motivator. If the children are on time/ attend for ten consecutive days then they win a prize. This is repeated for 3 weeks until a positive pattern is established. The card motivator is particularly effective with younger students and it helps break late/absence patterns.

Other support

We want to look for effective and simple solutions when addressing attendance concerns.

The school is quick to contact Attendance West if we are seeing a pattern of concern with attendance. They are a good support and are proactive in working with the family to re-establish good attendance patterns.

Where appropriate the school SWIS can also be involved, particularly if they are already working with the family.

Where appropriate teachers can use opportunities to discuss attendance concerns informally at the end of the day or more formally during Teacher/Parent interviews.

Attendance can also be discussed during IEPs meetings with the class Teacher, LSC and Deputy Principal. When an attendance pattern is showing concern a meeting can be scheduled with the parent of the child, the Attendance Officer and the Principal to discuss the absences and work together to find solutions.

Parents are busy and often have a wide range of pressures and responsibilities in their lives. In amongst this their children's attendance can become irregular without them even realising.

We send out a letter to every family where attendance has been less than 80% over a term.

This letter says how many days their child has been absent out of the total of possible school days this term along with a calendar for the term showing the absent days. This letter has been very effective. Parents are often shocked how many days their children have missed from school and are usually proactive in improving attendance.

Illness and family issues such as Tangi, housing insecurity or necessary travel can affect attendance. The school will take these into account when addressing attendance concerns. Communication is critical in these instances.

If the above interventions prove to be ineffective and a pattern of unjustified or unexplained absences persist, or when the parents of a child are refusing to engage with the school then formal steps will be taken.

See attached letters to be used when considered appropriate at the discretion of the school.

Royal Road School Attendance Management Pathway



CLASSROOM

Classroom Roll Call – Daily Attendance Record

- Teacher takes Daily Attendance on eTap (or sends paper roll to the office).
- Any known parent notifications are noted in the comments section in the roll.

ATTENDANCE OFFICE - Review and Update Daily Attendance

- Checks communication systems for parent notifications and updates roll and comments section in eTap.
- Checks with classroom teachers to confirm absences

GOAL: Every absence must be explained

What to do with the explanations:

1. Enter the explanation in the comments section in eTap.
2. Apply the correct code to the absence.
3. Record any future absences if advised e.g... Funeral, holiday, medical appointment.

Steps for an unexplained absence

1. Text message sent to caregivers.
2. Update comments if there is a response.
3. If no response a different text is sent. Followed by a phone call.

Response for Continuous Unexplained Absence or Explained Absence Causing Concern



Response for Non-Continuous Unexplained Absence or Explained Absence Causing Concern

