How to use the Stepped Attendance Response (STAR)



Information for School Leaders

About

This document provides prompts to help you embed the STAR in your practice. These prompts will help you assess your current practices, align them with the STAR, reflect on your approach, and identify areas for improvement. References to 'parents' include anyone who is a student's parent or legal guardian.

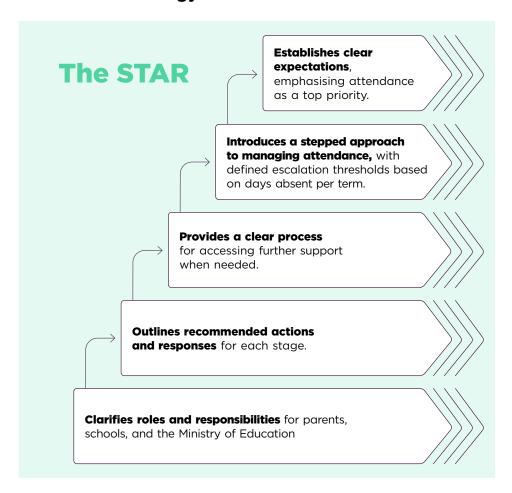
The STAR sets expectations for school, student, parent/guardian, Ministry of Education and broader system responses to student absence. It provides a series of activities that should be considered when students meet absence thresholds.

The STAR and supports for using it, including this, are available on the Ministry of Education's website: **Stepped Attendance Response (STAR).**



Planning changes to your attendance strategy

How the STAR can improve your school's attendance strategy



Identifying opportunities for improvement

Your school may already be using aspects of the STAR. The tables below show examples of activities included in the STAR, what they might look like, and who could be responsible for them. There's also space to take notes and reflect on any actions needed to incorporate activities not yet part of your current practice. (See the tables on the next five pages.)

It is important when embedding any new strategy, to draw on the relationships and connections your school already has with its community. Develop your strategy to reflect and build on these existing foundations to suit the context of your school and community

For further support

- Utilise STAR-aligned resources from the Ministry of Education to assist you.
- More resources available here: education.govt.nz/steppedattendance-response-star
- Contact your local <u>Ministry of Education regional office</u> for assistance or additional resources.

▼ Day-to-day operations

Activities included in the STAR	What this may look like in practice	Who within your school might be responsible	Note any actions your school may need to incorporate these activities
Set attendance targets and regularly review attendance data Communicate clearly with parents: > expectations, procedures and follow-up steps the school will take when a student is absent.	Use enrolment forms, newsletters, website or other communication methods to set expectations and provide guidance to parents	School leadership and School board	
Assess attendance history of new students and share attendance history when students move between schools	Contact previous school to request attendance records Identify any issues or trends in attendance history	Administration team or In- School attendance team (if your school has one)	
Act early in following up absences to support students to stay engaged	Have procedures in place (and supporting software) to quickly identify all student absences and communicate these to parents	Administration team or In- School attendance team (if your school has one)	
Use school-wide strategies, including strong relationships and minimising disruptions to the school day and week	Utilise trauma informed practices or PB4L and regular PLD opportunities School boards and school leadership prioritise school hours to be for learning	School leadership	
Escalate as needed, develop support plans, involve other services, consider referral to Attendance Services	Seek more support as needed	School leadership and Administration team or In-School attendance team (if your school has one)	

▼ For students with less than 5 days absence in a school term What this may look like in practice Who within your school Note any actions **Activities included** might be responsible your school may in the STAR need to incorporate these activities Communicate to parents about every Have procedures in place (and supporting Administration team or In-School attendance team software) to quickly identify all student absence absences and communicate these to (if your school has one) **Maintain contact details of parents** parents • Provide students with regular updates Provide regular reporting via online **Teachers** on their own attendance portals and classroom discussions Report regularly to parents on Notify every absence, providing Teachers or Administration attendance of their child weekly, or term reports through school team communication methods • Support students: Communicate to parents the supports In-School available to assist them to get their attendance team (if your • attending school children to school and alternatives school has one) • to continue learning if unable to attend school every day, including using Ministry approved well-being or transitional plans, or health schools where appropriate • to access other education pathways where appropriate

▼ For students with up to 10 days absence in a school term

Activities included in the STAR	What this may look like in practice	Who within your school might be responsible	Note any actions your school may need to incorporate these activities
Contact parents to discuss reasons for absence and impact on learning	Utilise templates and resources provided by the Ministry of Education	Teacher or In-School attendance team	
Support students to catch up missed learning where required	Identify missed learning objectives and providing notes or activities to bring student back up to speed Support students reintegrate into life of school and restore friendships	Teacher	
Use in-school resources as appropriate to remove barriers e.g. counsellor, alternative timetables, PB4L	Make parents and students aware of additional resources and support to access them	In-School attendance team	

▼ For students with up to 15 days absence in a school term

Activities included in the STAR	What this may look like in practice	Who within your school might be responsible	Note any actions your school may need to incorporate these activities
 Contact parent to escalate concerns Hold meeting to analyse reasons for absence and to collaborate on a support plan Develop and implement a support plan 	Utilise templates and resources provided by the Ministry of Education	Teacher and/or School leadership and/or In- School attendance team	
 tailored to the reasons and circumstances around the child's absence Use in-school resources as appropriate to remove barriers and request support from Attendance Service or other agencies as needed. 	Engage with the Ministry of Education attendance services to find out about options for support	In-School attendance team	

▼ For students with 15 days or more absence in a school term What this may look like in practice Who within your school Note any actions **Activities included** might be responsible your school may in the STAR need to incorporate these activities School leadership Contact parents to inform of escalated Utilise templates and resources provided by the Ministry of Education response **Request support from Attendance Service or** Request support from Attendance Services School leadership and Inor other agencies School attendance team other agencies as needed Support access to services and Participate in multi-agency response collaborating with specialists Maintain implementation and monitoring of Hold everyone accountable for their part In-School attendance support plan in the plan, and take action quickly where team expectations aren't being met Undertake school-led prosecution, or request School leadership and Engage with Ministry of Education to School board Ministry-led prosecution, when considered discuss options available and required appropriate if supports are offered and not steps to take: Attendance.Prosecutions@ education.govt.nz taken up School leadership and Unenrol students who will not be returning to Update ENROL as soon as school is made aware a student will not be returning and Administration team school. complete a non-enrolled notification Share information with other agencies





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