

Priorities for Enhancing Attendance

At Westlake Boys High School regular school attendance is vital for student achievement, wellbeing, and belonging to our school community. This attendance management plan reflects our commitment to fostering excellent attendance through collaboration between students, families, and staff.

Attendance Expectations

It is expected that students maintain an attendance average of 90% or higher.

- In accordance with the Education and Training Act 2020, the Board of Trustees is responsible for ensuring all reasonable steps are taken to support student attendance during school hours.
- We have established clear procedures for recording and monitoring student attendance, enabling us to promptly identify and address any concerns.
- We regularly communicate attendance expectations to students and their parents/caregivers through a range of school communication channels.
- All staff play an active role in reinforcing these attendance expectations as part of our daily routines and school-wide values.
- All caregivers need to ensure their son's attend school regularly and reinforce good attendance habits.

Monitoring Attendance & Identifying Concerns

Our attendance procedures ensure students are accounted for during school hours, enabling staff to promptly address any concerns. We use the Stepped Attendance Response (STAR) to identify students at risk and provide targeted interventions to support their return to regular attendance.

Monitoring

- Pre-enrolment insights and transition planning implemented as needed
- Ongoing VTPI teacher attendance monitoring with timely referrals.
- Pastoral Deans are responsible for monitoring student attendance for their respective year levels, ensuring that parents are informed of attendance concerns.
- Attendance tracked through a Stepped Attendance Response (STAR), with interventions documented and followed up. Please see process below
- Engagement of support services where appropriate.
- Attendance management plans developed for identified students, including strategies to address barriers to attendance.

Attendance Management Plan – Stepped Attendance Response

Attendance matters at Westlake Boys High School. When boys attend school regularly they are more likely to experience success and make important connections. Regular attendance is defined as being present 90% of the time.

Worrying

5 + Days absent per term
Less chance of success



Parents should:

- Report Absences daily
- Reach out to your son's Dean
- if you are struggling to get your son to school

The School will:

- Contact family to notify them of 5+ days of absence for the term.
- Dean will contact the family to find reasons for the absence.
- Offer assistance to support regular attendance.

Concerning

10 + Days absent per term
Hard to make progress



Parents should:

- Ensure their son attends school regularly.
- Meet with the school to discuss reasons for absence and collaborate on a support plan.
- Implement strategies at home that promote regular attendance.

The School will:

- Contact family to notify them of 5+ days of absence for the term.
- Dean will contact the family to find reasons for the absence.
- Offer assistance to support regular attendance.

Serious Concern

15+ Days absent per term
Very hard to make progress



Parents should:

- Return their son to regular attendance.
- Engage in an improvement plan.
- Participate in regular meetings with school and/ or support agencies.

The School will:

- Escalate concerns with family regarding irregular attendance.
- Escalate a multi-agency response.
- Participate in multi agency response
- Implement and monitor support plan.