

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.

Parents must notify the school when their son is going to be absent. It is a Ministry of Education requirement that all students are to be present at school except in special circumstances such as illness, bereavement, etc.

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

- The School Bridge app is our preference for notifying the school of student absences, lateness, this includes any appointments they need to leave the school grounds for. A QR code to download the app is located at the bottom of this page.
- If you are unable to access the School Bridge app, you can email attendance@westlake.school.nz, please include your son's full name, date of absence and reason for the absence or lateness. Any lateness or appointments not explained will automatically be marked as Unjustified absences. For the ministry of education guidelines on Justified absences, [please click here](#).

Daily Absences

It is a Ministry of Education requirement that a Parent/Caregiver notify a student's absence each day in order to ensure that accurate attendance codes and records are kept. Any absences or leave passes for appointments should be reported to the school by **9.00am**.

The school will send notifications home for any unexplained absences or lateness via text message or email to Parents/Caregivers by 11.45am daily. Parents/Caregivers should reply to the school advising a reason for their son's absence, to ensure accurate coding of any absences. In the instance where we are not advised of an absence these will be marked as Truant and will be followed up by the year level dean.

Appointments During the Day

Please ensure any appointments are made at times which enable your son to attend school for the majority of the day. Select the 'my son needs to leave school during the day' button in the School Bridge app to request a leave pass for all appointments. You need to include the reason for the appointment and time your son needs to leave, and if he will be returning to school after.

- Students MUST sign out on the iPad at student services prior to leaving, they will have a leave pass slip printed and must take this with them, to present to any staff member who questions why the student is out of class. Emails will be sent home to follow up on any student leaving school without parental consent.

Occasionally last-minute appointments need to be made; however, Parents/Caregivers need to be aware that it is not always possible to find students in class quickly. If you anticipate needing to get your child out urgently, it would be helpful to have at least 30 minutes to make these arrangements. Please do not arrive at school and expect to have your son out of class immediately.

Late Arrivals

Any student arriving late to school (after 8.40am), must sign in at Student Services before attending class. This will timestamp their arrival and will prevent unnecessary absence notifications going home. Parents/Caregivers must advise via the School Bridge app, by selecting the 'my son will be late to school' option or email a reason why their son is late to ensure the correct attendance codes are recorded.

Unwell During The Day

Any student who feels unwell during the school day should visit the nurse in the health centre, located behind the top gym. Our registered Nurses can assess and treat for a large range of health issues / injuries. They will assess the students and if necessary, make arrangements for the students to go home.

If students are unwell during class time, they need to let the teacher know and they will be given a note to visit the health centre. At any other time of the day students are free to walk in for treatment.

Students should not be using phones in class or leaving school grounds without following the correct process.

Holiday / Extended Leave (3 or more days)

Extended periods of leave are generally unapproved and are actively discouraged as time out of school is a disadvantage to students.

If the absence cannot be avoided, then Parents/Caregivers need to email attendance@westlake.school.nz at least 2 weeks prior to the leave with the reason and dates your son will be absent from school. Students are required to collect an orange leave form from attendance in the student services area. They must have the form signed by their teachers, their dean, and a member of the Senior Leadership Team. This is not to 'approve' the leave, but to ensure students are aware of any work or assignments they are missing during this time.

Medical Certification

Medical certificates are required for any medical absence of 3 or more consecutive days off. Please email these directly to attendance: attendance@westlake.school.nz

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 10+ days of absence for the term.
- Dean will meet 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.