

Create an Unjustified Absence Referral

1. Click on Find a Student tab

2. Enter the Search Criteria

3. Click on Find a Student

Result: Students matching the search criteria are displayed.

4. Click on the student to bring through their details

NSN	Surname	First Names	Gender	DoB
999251	Devarian	Ruby		

5. Use the scroll bar to view the students details. If this is the student you want to refer, click on Lodge Referral

Note: If this isn't the correct student, click on **Back to List** to return to the **Find a Student** screen and refine your search

Result: A window is displayed checking that this is a relevant referral and that all actions required by the school have been taken. Click to continue or to return to the **Student Details** screen.

Lodge a Referral

School Details

School: Cobham School School Number: 2550
 School Email: office@cobhamsch.schoolzone.net.nz
 School Contact phone number: 06-8673864 Referral Date: 18/07/2013

Referrer Details

Referrer Name: Edwards, Emi Referrer Contact phone number:
 Position: School Administrator
 Referrer Email:

Student Details

Student NSI#: 999251
 Surname: Devarian First Names: Ruby
 Also known as:
 D.O.B: 26/11/1999 Gender: Male Ethnicity: New Zealand European Year: 9

Whānau Details

* Primary Caregiver: Marie Devarian * Relationship: Mother
 * Street Address: 7898 Hidden End, Dee Home Ph: 09 1234567 Work Ph:
 Email: devarian@xxmail.com
 Comments: Father has moved away, address unknown. Last known phone number 02212345 response

Reason For Referral / Issues Identified By School

* Reason for Referral: Learner still not attending despite actions taken by the school

ATTENDANCE: or upload attendance sheet

Term 1 - Half days attended:	12	Term 1 - Half days total:	94
Term 2 - Half days attended:		Term 2 - Half days total:	
Term 3 - Half days attended:		Term 3 - Half days total:	
Term 4 - Half days attended:		Term 4 - Half days total:	

Attendance Sheet.docx
 Upload Attendance Sheet

Please complete the action your school has taken prior to this referral

Actions your school has taken prior to this referral

	Date actions taken
<input checked="" type="checkbox"/> Contacted parents/whānau by phone every day a learner is absent without explanation	13/06/2013
<input checked="" type="checkbox"/> Sent a text to the parents	16/06/2013
<input checked="" type="checkbox"/> Sent a letter to the parents advising of the dates of all unjustified absences, reminding parents of their legal responsibility, requesting an explanation for unjustified absence and requesting a meeting with family/whānau	20/06/2013
<input type="checkbox"/> Held a meeting with the student and parents/family/whānau to discuss the students unjustifiable absence, the link between attendance and achievement (using data), and provide support and guidance	
<input type="checkbox"/> Other (please specify)	

Upload Relevant Documents

Who Else has Been Involved

Person/Agency

<input checked="" type="checkbox"/> School Dean	Date	16/06/2013
Comments	Joe Smith signed letter	
<input type="checkbox"/> SWIS (Social Workers in School)	Date	
Comments		
<input type="checkbox"/> School Guidance Counsellor	Date	
Comments		
<input type="checkbox"/> Ministry of Education - Special Education	Date	
Comments		
<input type="checkbox"/> Mental Health Services	Date	
Comments		
<input type="checkbox"/> Child Youth and Family	Date	
Comments		
<input type="checkbox"/> Police	Date	
Comments		
<input type="checkbox"/> Other (please name)	Date	
Comments		

Cancel Submit Referral


6. Enter as many details as you can to assist the Attendance Advisor / Kaiāwhina

Information required is:

- Whānau Details (mandatory)
- Reason For Referral (mandatory)
- Attendance history
- Schools actions
- Others involved

7. Click on **Submit Referral**

Result: The *Active Referrals* screen is displayed, listing all the referrals still active in the system for your school, including the referral you have just submitted.

Note: The print button  enables you to print a copy of the referral before you submit it