

School Level Data sharing- Attendance Officer info sheet

Your role as an attendance officer will support schools, kura and communities to identify and use information to address patterns of moderate and irregular attendance for ākonga in years 1 to 12.

In this role you will use information from a range of sources to understand the drivers of absence across your community of schools and kura and sharing a range of effective responses with other people. The data support function of the attendance officer role includes;

- *working with parent communities, whānau, hapū, iwi and Māori and Pacific communities to understand their experiences, recognising the importance of identity, language and culture*
- *supporting schools, kura and school communities to analyse and understand irregular and moderate absence data and information*
- *utilising data and information to identify where attitudes, behaviours, systems and processes affect engagement and attendance*

One source of information is school attendance data. You can request school attendance data relating to the school(s) which you are contracted to support. School attendance data can be provided directly from the school you are working with or from your local Ministry of Education office.

You have specific obligations and responsibilities for the data and information you use and share in your mahi, which are defined in legislation. A summary is provided to you to make these clear and concise [here](#).

Schools that submit attendance data receive a summary report of their data for the term, entitled Every Day Matters, to support discussions and opportunities to improve attendance.

These reports support school leaders and board discussions around improving attendance by identifying target groups to help establish interventions or measuring the impact of implemented attendance initiatives, and providing valuable comparisons for context or benchmarking.

Attendance data is also published on the Ministry's Education Counts website.