

3 May 2021

[REDACTED]

Tēnā koe [REDACTED]

Thank you for your emails of 28 March 2021 to Hon Kelvin Davis, Minister for Children, requesting the following information under the Official Information Act 1982 (the Act):

- *Under section 12 of the Official Information Act 1982, I request the following information you provided in WPQ reply 7955 (2021).*
- *“Non-Attendance of Children and Young People Enrolled at School: Protocol between Oranga Tamariki and Ministry of Education 2017.”*

You were notified on 31 March 2021 that your request was transferred to Oranga Tamariki—Ministry for Children (Oranga Tamariki) for response, as the matter falls within our area of responsibilities.

Please find attached as Appendix One the Non-Attendance of Children and Young People Enrolled at School: Protocol between Oranga Tamariki and Ministry of Education 2017.

Oranga Tamariki intends to make the information contained in this letter and any attached documents available to the wider public shortly. We will do this by publishing this letter and attachments on our website. Your personal details will be deleted and we will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@ot.govt.nz](mailto:OIA_Requests@ot.govt.nz).

If you are not satisfied with this response, you have the right to ask an Ombudsman to review this decision. Information about this is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or by contacting them on 0800 802 602.

Nāku noa, nā

A handwritten signature in black ink, appearing to be 'Steve Groom', written in a cursive style.

Steve Groom

**General Manager Public, Ministerial and Executive Services**

# **Non-attendance of children and young people enrolled at school**

**Protocol between Oranga Tamariki - Ministry for Children and Ministry of Education.**

**Reviewed October 2017**

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# Non-Attendance of children and young people enrolled at school

*Reviewed in October 2017*

(The original protocol was agreed between the Department of Social Welfare and the Ministry of Education in July 1992 and reviewed in 2003 by Child Youth and Family and the Ministry of Education).

## 1. Objectives

This protocol seeks to ensure that **schools** can appropriately refer under s19 of the Oranga Tamariki Act 1989 (the Act) for those children and young people considered to be in need of care or protection because of their non-attendance at school.

Non-attendance is defined as an unjustified absence from school, an absence that is not explained or is unsatisfactorily explained.

This protocol establishes;

- non-attendance as a care and protection concern
- Steps to have been taken by schools prior to referral
- Referral; processes and roles
- Outcomes; processes and roles

## 2. Parameters of the Protocol

Children and young people's interests are served best when Education authorities and Oranga Tamariki work in partnership with other agencies including Police. This protocol sets the parameters for this partnership.

Persistent failure to attend school becomes a care or protection issue when it results or is likely to result in serious harm to the child's mental, emotional, social development or well-being.. Act.

This protocol only addresses situations of serious harm which are based solely on persistent unjustified failure to attend school, and when the child is enrolled at school.

This protocol affirms that:

- Persistent absence from school which meets the definition below and which has not responded to appropriate intervention is a care or protection concern, and may be referred to Oranga Tamariki under section 19(1)(a) of the Act
- The protocol applies to all children and young people who are enrolled and required to attend school
- The protocol applies where the definitions and requirements outlined below are met
- This protocol does not cover excluded or non-enrolled children or young people

### 3. Definition of non-attendance as a care or protection concern

Non-attendance is a care or protection concern within the meaning of this protocol when:

- The child or young person has had extended or a frequent pattern of absence from school without reasonable explanation, and
- Required interventions have failed to ensure a return to regular school attendance.

### 4. Responsibilities for enrolment and attendance

Parents (mother, father or guardian) are legally required under sections 20, 24 and 25 of the Education Act 1989 to ensure their children (aged between 6 and 16 years) are enrolled in and are attending school. If children under 6 are enrolled they are required to regularly attend school unless a transition plan is in place.

### 5. Protocol Overview

It is the responsibility of a school to ensure that non-attendance at their school is recorded, investigated, and assessed.

It is the responsibility of schools to assign resources to maintain school attendance; this may include utilisation of the Attendance Service.

Serious non-attendance which does not respond to concerted intervention may constitute a care or protection concern and be referred to a care and protection co-ordinator under section 19 of the Act. A s19 referral for non-attendance must be made by the enrolling school even if the Attendance Service or other agency is involved. The Attendance Service may support the school in its referral.

A care and protection co-ordinator receiving a section 19 referral based on non-attendance may convene a conference if they consider the care and protection concerns are established and the documentation shows that the required actions have been carried out.

A representative of the school **must** participate in the conference and carry out the roles and responsibilities required by a 'referring agency'.

Schools **must** bring good recommendations about resolving the issues to the conference.

Schools and other education services must participate in developing, implementing and reviewing the plan of the conference.

### 6. When a referral can be made

The referral is sent to the care and protection co-ordinator (the coordinator) at the local Oranga Tamariki office, and is made under the following grounds in section 14(1) of the Act, being:

- Section 14(1)(a) the child or young person is suffering, or is likely to suffer, serious harm, having regard to the circumstances described in section 14AA(2)(a) - the child or young person is being, or is likely to be, abused

(whether physically, emotionally, or sexually), deprived, ill-treated, or neglected; and

- 14(1)(d) the child or young person has behaved, or is behaving, in a manner that –
  - (i) Is, or is likely to be, harmful to the physical or mental or emotional wellbeing of the child or young person or to others; and
  - (ii) the child's or young person's parents or guardians, or the persons having the care of the child or young person, are unable or unwilling to control.

## **7. Steps to be taken before referral**

Before referring to the co-ordinator, a school should have :

- Ensured that the family is fully advised of the attendance issue both verbally and in writing, and in an appropriate language,
- Made home visits and / or convened a family meeting to explore solutions,
- Made modifications to school arrangements and programmes where deemed appropriate,
- Brought in other family (e.g. Strengthening Families), community and educational resources, (eg. Attendance Services) to assist where appropriate,
- Allowed time for interventions to work,
- Assessed the situation at a meeting of the school board of trustees, deans' meeting or other processes as specified in the school policy,
- Referred matters such as offending, abuse and neglect, learning difficulties, and home problems to appropriate services for resolution.

Schools must keep accurate written records of absences, home visits, letters sent, and explanations given (including time, date, and place). This information must be supplied as part of any referral to Oranga Tamariki for a Family Group Conference.

## **8. Procedure for referral**

Schools may refer to Oranga Tamariki for a conference under section 19 of the Act. The referral must cover all the points in s19(1A) being:

- (a) a statement of the reasons for believing that the child or young person to whom the referral relates is in need of care and protection; and
- (b) particulars sufficient to identify any person, body, or organisation that might be contacted to substantiate that belief; and
- (c) a statement indicating whether or not the referral is being made with the consent or knowledge of –
  - (i) the parents or guardians or other persons having the care of the child or young person to whom the referral relates; or
  - (ii) the family, whānau or family group of that child or young person; and
- (d) any recommendation as to the course of action the care and protection co-ordinator might take in respect of the referral.

The referral must set out:

- details of the non-attendance (absences and explanations given) and
- actions taken to ensure attendance and the response to these actions.

The referral should include the names and contact details of as many members as possible of the child's family group and other agencies who are known to be involved with the child or young person's family/ whanau.

## 9. Accepting/Declining a referral

### Accepting a referral

Coordinators will **accept referrals where:**

- The definition of non-attendance is met and there are no apparent other concerns about the child or young person (see clause 12)
- The documentation is complete
- A **representative** of the referring school is available and able to attend the conference.
- The co-ordinator is satisfied that a care or protection concern is established.

The coordinator may require the referring school to provide further information before making a decision whether a conference is required.

If the coordinator considers that further investigation into the child or young person's circumstances is required, the coordinator may refer the matter to a social worker. If after investigation, the social worker believes that the child or young person is in need of care and/or protection under one or more grounds in s14(1), they must refer to a care and protection coordinator for a family group conference under s18(1).

If a s18(1) referral is made by a social worker, the referring school will be advised that their referral will not be progressed any further.

### Declining a referral

A referral may be declined because the Care and Protection co-ordinator is not satisfied that the threshold for a conference has been met. Reasons may include:

- Lack of evidence or rationale to support the grounds specified in the original referral.
- Inability of the referring agency to follow through or participate fully in the process.
- Oranga Tamariki is already involved with the child or young person and the matter is under investigation.

The co-ordinator would clearly outline the reasons for declining to convene a Family Group Conference with the school.



## **10. What the school may do then**

Where a co-ordinator considers that it is not necessary to convene a family group conference, the school may:

- provide further documentation to the coordinator, either immediately or following further attempts to restore attendance, or
- make a report of concern under section 15 to the Oranga Tamariki National Contact Centre 0508FAMILY (0508 326 459) or email [contact@ot.govt.nz](mailto:contact@ot.govt.nz).
- continue to liaise with the family and utilise the assistance of the Board of Trustees, strengthening families and other supports.

## **11. Other care and protection concerns**

Where care or protection concerns other than non-attendance are evident in the referral, the co-ordinator may refer to a social worker for an investigation.

## **Process for matters of Non-attendance in the Care and Protection Family group conference**

### **12. The care and protection family group conference**

The conference is a formal meeting where children, young people and their family/whānau and professionals come together to talk about concerns that are held for those children or young people. If agreement is reached that the child or young person is in need of care and/or protection (using the section 14 definition contained in the Act), the conference can then develop a plan to address the issues.

The conference is convened and facilitated by a care and protection co-ordinator. People who may attend and make decisions include

- the child or young person,
- their family/whanau,
- the referring school,
- the coordinator

Other people may attend only to present information to the conference

The school making the referral carries particular responsibilities in the conference process to:

- set out and explain the care or protection concerns,
- talk about that concern throughout the discussion and decision-making,
- contribute to the development of a plan to address the issues, and
- be satisfied that the plan will meet the child or young person's need for care and protection and is practicable and achievable.

This protocol requires that:

- a school making a referral must have a representative able to attend the conference
- the representative of the referring school must be in a position of sufficient authority to be able to offer and confirm achievable solutions for the return of the child or young person to school.

### **13. Outcomes**

The outcome of a successful conference is a plan, which sets out the actions and services required to resolve the care and protection concerns. For matters referred under this protocol (i.e. based on non-attendance or intermittent attendance) the appropriate services are likely to be education-based.

Where the conference is unable to reach agreement, the care and protection co-ordinator reports this to the referring school. The school will then take whatever further action is judged appropriate.

The coordinator will also report the non-agreement to the Chief Executive of Oranga Tamariki and consult with the Care and Protection Resource Panel as required under the Act.

#### **14. Resources**

The Vulnerable Children Act 2014 requires children's agencies to work together to achieve the Government's priorities for improving the well-being of vulnerable children. Oranga Tamariki and Education are both children's agencies under the Vulnerable Children Act 2014.

Education services will usually be a major resource built into the plan. Although proposed outcomes are subject to financial and other constraints and would require detailed negotiation where appropriate between education services and Oranga Tamariki or other services, it is noted that Education and Oranga Tamariki will work together positively to improve the child or young person's well-being. Outcomes could also include home help services or counselling for parents, caregiver or the child or young person, depending upon the circumstances of the particular matter.

#### **15. Monitoring**

The plan will require regular monitoring of the child or young person's behaviour and of other aspects of the plan. Schools are best placed to do this. The conference, will decide who will do the monitoring and how the monitoring will occur.

#### **16. Reviews**

The conference will review the plan on an agreed date. Schools or other education services involved in the plan will be expected to participate in the review.

The plan can be reviewed before the set date if problems with the plan emerge. Any two members of the conference may ask the co-ordinator to consider bringing the conference back together again to review the plan.

**Table 1 – Roles and Responsibilities**

ROLES AND RESPONSIBILITIES	
School responsibilities:	Oranga Tamariki responsibilities (Care and Protection Coordinator):
<ul style="list-style-type: none"> <li>• Keep records and identify non-attending children and young people.</li> <li>• Have a school policy/procedure for non-attendance.</li> <li>• Follow the policy/procedure.</li> <li>• If appropriate call on the Attendance Service to address persistent non-attendance.</li> <li>• Identify when non-attendance has become a care or protection concern.</li> <li>• Document the non-attendance and the attempts made to resolve it</li> <li>• Refer to the care and protection co-ordinator under s19 if it is believed the child or young person is in need of care or protection because of their non-attendance only.</li> <li>• Refer to Oranga Tamariki under section 15 through the Oranga Tamariki Contact Centre if there are other concerns.</li> <li>• Assist the care and protection co-ordinator with preparing the conference as requested (e.g. family contacts, information).</li> <li>• Participate in the conference.</li> <li>• Provide viable recommendations for the return of the child or young person to school or other education options.</li> <li>• Participate in implementing the plan as required.</li> <li>• Participate in reviews of the plan, as required.</li> </ul> <p><i>Attendance Service advisors may participate in the conference as information givers to provide relevant information</i></p>	<ul style="list-style-type: none"> <li>• Receive the referral.</li> <li>• Ask for further information from the referrer if this is necessary.</li> <li>• Refer for investigation by a Social Worker if considered appropriate in the circumstances.</li> <li>• Consult with the care and protection resource panel.</li> <li>• Convene the conference if it is considered necessary.</li> <li>• Gather further information to ensure that the conference has relevant information and advice. This will include discussion with Oranga Tamariki managers about services and supports that Orange Tamariki may be able to assist with.</li> <li>• Hold the conference.</li> <li>• Review the plan as required.</li> </ul> <p><i>Social Workers may participate in the conference as information givers to provide relevant information.</i></p>

**Table 2 - Issues**

Issues	Advice to schools	Advice to Oranga Tamariki
<b>1. The Protocol</b> 'How can the Protocol Work?'	<ul style="list-style-type: none"> <li>• Ensure that all interventions available to them have been tried before referring for a conference.</li> <li>• Families must be given the opportunity to resolve non-attendance themselves with support from schools and the Attendance Service.</li> <li>• Arrange to meet your local Oranga Tamariki staff to discuss common issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a relationship with schools in your area.</li> <li>• Know the non-attendance protocol.</li> <li>• Arrange to meet your local schools and MoE Learning Support to discuss common issues.</li> </ul>
<b>2. Internal school processes</b>	<ul style="list-style-type: none"> <li>• Document the school policy/procedure on attendance and delegations of authority to deal with it by the school board.</li> <li>• Guidance Counsellors, Learning Support, social workers in schools, local Attendance Service, RTLB's and Health services may play a role in home/school liaison.</li> <li>• Keep all correspondence relating to absences, home visits, and explanations given (including time, date and place for meetings), counselling and any changes made to school arrangements and programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the person making the referral has the authority to do so and has taken steps required by their Board of Trustees.</li> </ul> <p><i>Note: This Protocol does not mean the Board must discuss the case. School Boards of Trustees have legal authority for school attendance. Most delegate this responsibility to the Principal.</i></p>
<b>3. Referrals</b>	<ul style="list-style-type: none"> <li>• The referral to the coordinator is made when there is evidence that the usual interventions have not resolved a non-attendance problem.</li> </ul>	<ul style="list-style-type: none"> <li>• S19 referrals under this Protocol can only be made for enrolled students and can only be made by the school at which the student is enrolled</li> </ul>

<b>4. When to refer?</b>	<ul style="list-style-type: none"> <li>Children and young persons with abuse, neglect and care problems are not referred to the care and protection coordinator under this protocol.</li> <li>Report other care and protection concerns (s15) to the Oranga Tamariki National Contact Centre 0508FAMILY (0500 832 6459) or <a href="mailto:contact@ot.govt.nz">contact@ot.govt.nz</a></li> <li>Refer to the coordinator for advice.</li> </ul>	Care and protection coordinators, duty social workers and contact centre staff should support schools to find the right place for their concern.
<b>5. Referral form</b>	<ul style="list-style-type: none"> <li>A national referral form is attached.</li> </ul>	
<b>6. Involve all those who need to be involved</b>	<ul style="list-style-type: none"> <li>Inform all custodial caregivers and all immediate, significant, involved members of the child's family who need to know about the problem and have been part of trying to deal with it.</li> <li>Work with the coordinator.</li> <li>The school can assist the coordinator by providing full information about the student's family/whānau.</li> </ul>	<ul style="list-style-type: none"> <li>The coordinator can expect to receive details for parents, guardians and caregivers.</li> <li>Recognise that schools are not a social service agency and are not equipped to explore family/ whanau issues too widely. However, they will have useful information to share.</li> </ul>
<b>7. Student on the school roll?</b>	<ul style="list-style-type: none"> <li>This protocol is designed for instances when the student remains on the school roll but is not attending regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Do not accept a referral from the school if the student is not on the referring school's roll.</li> </ul>
<b>8. What is happening?</b>	<ul style="list-style-type: none"> <li>You are entitled to feedback about your referral.</li> <li>Phone and ask to speak to the coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>Let the school know what is happening</li> <li>Acknowledge promptly the referral has been received and advise if further information is required.</li> <li>Advise the school of the next steps.</li> <li>Inform the school if a decision is made that a conference is not necessary.</li> <li>Inform the school if a referral has been made for an investigation by a social worker.</li> <li>Advise the school when a decision is made</li> </ul>

		that a conference is necessary and when the conference might be held.
<b>9. Preparation for the FGC</b>	<ul style="list-style-type: none"> <li>• Work out how you will present the problem clearly at the conference and who will represent the school.</li> <li>• If you or the family have questions about the conference, contact the coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Help schools prepare their information.</li> <li>• Ensure the school representative understands the conference process.</li> <li>• Prepare yourself with a firm understanding of possible options in this case.</li> <li>• Let the school and family know what is happening.</li> <li>• Ensure that relevant information and advice is available for the conference.</li> </ul>
<b>10. At the Conference</b>	<ul style="list-style-type: none"> <li>• Be clear, open and honest.</li> <li>• Believe in the ability of the family to find acceptable solutions.</li> <li>• Give ideas a go unless you absolutely cannot see them working.</li> <li>• Outline your reasons behind your thinking. Then negotiate other options that you think will work.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that everyone in the conference feels safe, knows and understands what is going on and is supported to be able to give their views, be listened to and participate fully in the conference.</li> </ul>
<b>11. Provision of resources</b>	<ul style="list-style-type: none"> <li>• Provision of resource to maintain school attendance is an education responsibility.</li> <li>• Oranga Tamariki is not expected to resource education services. For example, additional discretionary resources may be provided by the school following consultation with MoE Learning Support.</li> </ul>	<ul style="list-style-type: none"> <li>• Oranga Tamariki may be able to help resource the plan where: <ul style="list-style-type: none"> <li>○ there is evidence that the school is unable to obtain additional discretionary resources</li> <li>○ other options to maintain the student's schooling are untenable.</li> <li>○ the family need support and assistance at home</li> </ul> </li> </ul>

12. <b>Agreement at conference</b>	<ul style="list-style-type: none"> <li>Schools will monitor and if plan is not being met, schools can ask for earlier review with Oranga Tamariki.</li> </ul>	<ul style="list-style-type: none"> <li>Write up the plan and distribute it to the appropriate people.</li> </ul>
13. <b>Non agreement at conference</b>	<ul style="list-style-type: none"> <li>Schools will refer student to Board of Trustees for disciplinary hearing.</li> <li>The school may consider making a s15 Care &amp; Protection referral</li> </ul>	<ul style="list-style-type: none"> <li>Record the non-agreement and distribute it to the appropriate people.</li> <li>Report the matter to the Chief Executive of Oranga Tamariki</li> <li>Consult with the care and protection resource panel</li> </ul>



## Definitions

**Care and Protection** – being a child in need of care and/or protection can trigger the involvement of Oranga Tamariki under the Act. A definition of being in need of care or protection is contained in section 14 of the Act.

### **S14 Definition of child or young person in need of care or protection**

(1) A child or young person is **in need of care or protection** if—

- (a) the child or young person is suffering, or is likely to suffer, serious harm— (i) in the circumstances described in section 14AA(1); or
  - (ii) having regard to the circumstances described in section 14AA(2); or
  - (b) the parents or guardians or the persons who have the care of the child or young person are unable to care for the child or young person; or
  - (c) the child is a subsequent child of a parent to whom section 18A applies and the parent has not demonstrated to the satisfaction of the chief executive (under section 18A) or the court (under section 18A(4)(a) or 18C) that the parent meets the requirements of section 18A(3); or
  - (d) the child or young person has behaved, or is behaving, in a manner that—
    - (i) is or is likely to be, harmful to the physical or mental or emotional well-being of the child or young person or to others; and
    - (ii) the child's or young person's parents, or the persons having the care of the child or young person are unable or unwilling to control; or
  - (e) in the case of a child of or over the age of 10 years and under the age of 14 years, the child has committed an offence or offences of sufficient number, nature, or magnitude to cause serious concern for the well-being of the child.
- (2) Subsection (1)(a) must be applied in conjunction with section 14AA (which describes the circumstances in which a child or young person is suffering, or is likely to suffer, serious harm).

### **S14AA Circumstances in which child or young person is suffering, or is likely to suffer, serious harm**

(1) For the purposes of section 14(1)(a)(i), a child or young person is suffering, or is likely to suffer, **serious harm** if—

- (a) the child or young person is being, or is likely to be, abused (whether physically, emotionally, or sexually), deprived, ill-treated, or neglected; or
- (b) the parents or guardians or other persons who have the care of the child or young person are unwilling to care for, or have abandoned, them.

(2) For the purposes of section 14(1)(a)(ii), other circumstances that may constitute **serious harm**, or establish the likelihood of **serious harm**, include—

- (a) a child's or young person's development or physical or mental or emotional well-being is being, or is likely to be, impaired or neglected, and that impairment or neglect is, or is likely to be, avoidable;
- (b) the child or young person has been exposed to domestic violence (within the meaning of section 3 of the Domestic Violence Act 1995);
- (c) serious differences exist between the child or young person and the parents or guardians or other persons who have the care of them;
- (d) serious differences exist between a parent, guardian, or other person who has the care of the child or young person and any other parent, guardian, or other person who has the care of them.

**Care and Protection Coordinator** - a person appointed by the Chief Executive of Oranga Tamariki pursuant to section 423 of the Act. This person carries out the duties of a

coordinator under the care and protection family group conference process as outlined in section 424 of the Act

**Justified Absence** – is an absence that is within the school policy i.e. unplanned absence such as road closure, extreme weather conditions or planned absence such as national / local sporting or cultural event or illness.

**Unjustified Absence** – an absence from school that is not explained or is unsatisfactorily explained..

**Section 15** – a section of Oranga Tamariki Act 1989 where a report of actual or likely harm, ill-treatment, abuse, neglect or deprivation of a child or young person can be made to Oranga Tamariki

**Section 19** – a section of Oranga Tamariki Act 1989 where referrals of care or protection cases can be made to care and protection coordinators by anybody or organisation (including Crown agencies and government or local authorities) or by court

**Family group conference-** a structured meeting where entitled persons under the Act including the child or young person and their family/whanau; and professionals come together to talk about concerns that are held for that child or young person and develop a plan to address the issues.



## **S19 referral by a school to a Care and Protection Coordinator under the Protocol for Non-Attendance**

(**Note:** This referral form is where the care or protection concern is for non-attendance only.  
All other cases involving care or protection concerns should be notified to the National  
Contact Centre on 0508FAMILY (0508 326459) or email to [contact@ot.govt.nz](mailto:contact@ot.govt.nz)

1.	Full Name of te tamaiti:	2.	Date of birth:
3.	Ethnicity:	4.	Home Address:
5.	REFERRED BY: School: Address:		Telephone Number:
6.	<b>Te tamaiti must be on the school roll</b> Please confirm this is so		YES
7.	<b>FAMILY DETAILS</b> <b>a) Mother's Name:</b> Address:		<b>b) Father's Name</b> Address:
	Telephone Number:		Telephone Number:

	<b>c) PRESENT CAREGIVER:</b> (If mother or father please indicate)		
	Name:		
	Address:		
	Telephone Number:		
	<b>NAMES AND ADDRESSES OF ANY KNOWN FAMILY/WHĀNAU: (please indicate relationship)</b>		
	Name:		Name:
	Address:		Address:
	Telephone Numbers:		Telephone Numbers:
	(H)		(H)
	(W)		(W)
	Relationship:		Relationship:
	Name:		Name:
	Address:		Address:
	Telephone Numbers:		Telephone Numbers:
	(H)		(H)
	(W)		(W)
	Relationship:		Relationship:
<b>8.</b>	<b>OTHER SIGNIFICANT PEOPLE (e.g. Teacher, GP)</b>		
	Name:		Name:
	Address:		Address:
	Telephone Numbers:		Telephone Numbers:

	(H)		(H)
	(W)		(W)
	Relationship:		Relationship:
	Name:		Name:
	Address:		Address:
	Telephone Numbers:		Telephone Numbers:
	(H)		(H)
	(W)		(W)
	Relationship:		Relationship:
<b>9.</b>	<p>Please detail steps the School has taken to address the truancy problem and the outcomes:</p> <p>Please specify the specific grounds under section 14:  Section 14(1)(a) the child or young person is suffering, or is likely to suffer, serious harm , having regard to the circumstances described in section 14AA(2)(a) - the child or young person is being, or is likely to be, abused (whether physically, emotionally, or sexually), deprived, ill-treated, or neglected; and  Section 14(1)(d) the child or young person has behaved, or is behaving, in a manner that –</p> <p style="margin-left: 40px;">(iii) Is, or is likely to be, harmful to the physical or mental or emotional wellbeing of the child or young person or to others; and</p> <p style="margin-left: 40px;">(iv) the child's or young person's parents or guardians, or the persons having the care of the child or young person, are unable or unwilling to control.</p> <p>Reasons te tamaiti is in need of care and protection:</p> <p>Details of contact people who can substantiate this belief:</p>		
<b>10.</b>	<p>Please detail steps the family/whānau has taken to address the truancy Problem</p>		

	Has there been a Strengthening Families meeting held? Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	What was the outcome of the Strengthening Families meeting?
12.	Has the School Board of Trustees or approved person/body as set down in your School Policy been advised of this referral? (Please tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Have the Parents been fully advised of the difficulties experienced by the School? Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	What explanations have the parents offered regarding the truancy?
15.	What explanations has te tamaiti offered regarding the truancy?
16.	Please record the details of te tamaiti's absence and attach any documentation available:
17.	Have the parents been advised of this referral? (Please tick box) Yes <input type="checkbox"/> No <input type="checkbox"/> Has the referral been made with the consent of the family/whānau? Yes <input type="checkbox"/> No <input type="checkbox"/>
18.	<b>Person to represent the school at the FGC:</b> (must be a staff member with authority to make decisions on behalf of the school)
	Name and Position:
	Contact Number:
	Email address:
19.	Any other relevant details/comments:
20.	Additional information – not to be shared with family/whānau e.g. risk factors for engagement or home visits
21.	Any recommendations as to the course of action
22.	Name and Position of person signing
	<b>Signed:</b> _____ <b>Date:</b> _____

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982