

# Attendance Improvement Plan 2020



## Desired Outcomes

All students will have at least 95% attendance rate

all students will be at school and ready to start school by bell time 8.50am

all absences and late arrivals will be explained by parents/caregivers by a written not in student diary, absentee form or by honing the school on 86889029. this is the preferred method due to intermittent mobile phone coverage

### WHAT POSITIVES

#### Reports record

- How many days present
- How many days absent
- How many days late

#### Newsletter - Clear expectations

RE: attendance generally and implications for learning plans

#### Irregular attendance -

monitored and feedback provided (oral/written) - for specific students targets set

### WHO

Class Teachers

Principal

Class Teachers/Principal

Principal/Staff

Parents to write

Principal to respond in writing

Class teacher informed

### WHEN

Term 2 and Term 4

Beginning of each term and as needed

Needs basis

start of each term and as per individual student concerns

Needs basis

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## WHAT

### REACTION

If away 3 consecutive days or greater, teacher to phone parents and develop a plan,. Eg: homework

If unexplained absence a "colour" return slip is sent home to be completed.

Identif regular non-attendance pattern and take action by contacting attendance officer.

If absent to be recorded in EDSAS

Special needs - consult parents and if necessary withdraw special needs time, record in EDSAS

## WHO

Class teacher informs Principal and decision made as to who will contact

Class teacher

Class teacher informs Principal who sends letter

Admin SSO/Principal

SSO prints report  
Class teacher and Principal to analyse and take further action

Class teacher / SpecialNeeds staff /  
Admin SSO/ Principal

## WHEN

Needs basis

As it occurs

At term review

As required

Start of following term

As needed