ATTENDANCE IMPROVEMENT PLAN

Desired outcome	Performance indicators	Strategies to achieve outcomes	Strategic manager and others involved	Timeline for reporting	Resources and professional dev.
Regular and punctual attendance at school all day everyday	• Attendance patterns are known and monitored for 100% of students. • Absences are within acceptable limits.	• Teacher awareness raising • Teacher/SSO follow up unexplained absences. • Teachers/SSO contact parents after 3 days if unexplained. • Principal informed • Specific students targeted when concerns arise • Inform attendance officer • Newsletter articles • Attendance awards • Accurate documentation • Attendance survey • Positive re-entry from absences	• Teacher • Principal • Attendance Officer	• 3 days unexplained absences • Follow up phone call or identification of pattern of non attendance • Recognition of patterns (5-10 days per term is of concern) • Governing Council 2 times a year. • Review and report attendance each semester.	• Attendance policy/plan • Staff meeting T & D sessions • Information re accessing Attendance Officer
Intervention with targeted families	• Attendance improvement	• Analyse causes • Develop strategies/plan for improvement • Family meetings as required • Further documentation/monitoring	• Teacher, principal and family • Attendance officer if required	• As above • Ongoing monitoring	• Attendance policy • Knowledge of Attendance Officer's role
Understanding attendance requirements	• A whole school approach to attendance	• Staff and families informed of codes and requirements	• Principal and staff	• Processes are consistently followed	• Staff meetings • Attendance codes • Attendance policy