## ATTENDANCE IMPROVEMENT PLAN

<table>
<thead>
<tr>
<th>Desired outcome</th>
<th>Performance indicators</th>
<th>Strategies to achieve outcomes</th>
<th>Strategic manager and others involved</th>
<th>Timeline for reporting</th>
<th>Resources and professional dev.</th>
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</thead>
</table>
| 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 |