

# Tantanoola Primary School Attendance Improvement Plan 2018 - 2019

## KEY OBJECTIVE: To improve attendance rates for all students

<b>EXPECTATIONS OF STAFF</b>	<ul style="list-style-type: none"> <li>• Principal:             <ul style="list-style-type: none"> <li>○ Collaboratively develop a whole school approach to improving attendance</li> <li>○ Communicate this approach in writing, electronically (website, intranet, common files) and via meetings to staff, parents and students</li> <li>○ Monitor attendance data overall and for specific cohorts and focus areas</li> </ul> </li> <li>• All staff:             <ul style="list-style-type: none"> <li>○ Actively support school initiatives to improve attendance rates (everybody's business)</li> <li>○ Consistently follow school procedures in handling of student absences</li> <li>○ Implement agreed strategies for improving attendance</li> </ul> </li> </ul>
<b>STRATEGIES</b>	<ul style="list-style-type: none"> <li>• Award certificates to students with nil absences on a term by term basis.</li> <li>• Principal to follow-up all unexplained absences by telephone call to parent / caregiver asap , if no contact from the parent / caregiver</li> <li>• Focus on attendance in newsletters to inform students &amp; parents about the way attendance is managed at the site and the impact of absences on learning</li> <li>• Teachers and support staff alert leadership to early warning signs of irregular attendance or poor engagement of students, including lateness</li> <li>• Where appropriate conduct home visits and/or meetings at agreed off-site locations (refer to DECD Policy regarding Home Visits etc.)</li> <li>• Where attendance is an issue, organise attendance-focused meetings with parents/carers and students</li> <li>• Include student absences and lateness on the student report</li> <li>• Positively support students returning to school from any absence</li> <li>• Develop Individual Attendance Plans to support identified students</li> <li>• Regularly discuss attendance with staff and Governing Council, including analysis of data and success of intervention strategies</li> <li>• Refer individual students and parent/carers to regional support services and community agencies for further support</li> <li>• Provide parents with a note pro forma which they can use to communicate reasons for absence to the school.</li> </ul>
<b>TARGETS</b>	<ul style="list-style-type: none"> <li>• Achieve an overall attendance rate of 96% by December 2019</li> <li>• Interim targets by December 2018:             <ul style="list-style-type: none"> <li>○ School Card students attendance 95%</li> <li>○ SWD attendance 99%</li> <li>○ Girls attendance 95%</li> <li>○ Boys attendance 96%</li> <li>○ Reduce Late attendance rates to less than 6 for each month.</li> </ul> </li> </ul>