



# MORGAN PRIMARY SCHOOL ATTENDANCE IMPROVEMENT PLAN

Target: 93% attendance by 2014

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'.	<ul style="list-style-type: none"> <li>Attendance patterns are known and monitored for 100% of students.</li> <li>Absences are within acceptable limits.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher awareness raising</li> <li>Teacher/ SSO follow up unexplained absences.</li> <li>Teachers/ SSO contact parents after 2 days if unexplained.</li> <li>Principal informed</li> <li>Specific students targeted when concerns arise</li> <li>Inform attendance officer</li> <li>Newsletter articles</li> <li>Attendance awards</li> <li>Accurate documentation</li> <li>Attendance survey</li> <li>Positive re-entry from absences</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> <li>Principal</li> <li>Attendance Officer</li> </ul>	<ul style="list-style-type: none"> <li>2 days unexplained absences</li> <li>Follow up phone call or identification of pattern of non attendance</li> <li>Recognition of patterns (5-10 days per term is of concern)</li> <li>Governing Council 2 times a year.</li> <li>Review and report attendance each semester.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance policy/plan</li> <li>Staff meeting T &amp; D sessions</li> <li>Information re accessing Attendance Officer</li> </ul>
Intervention with targeted families	<ul style="list-style-type: none"> <li>Attendance improvement</li> </ul>	<ul style="list-style-type: none"> <li>Analyse causes</li> <li>Develop strategies/plan for improvement</li> <li>Family meetings as required</li> <li>Further documentation/ monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Teacher, principal and family</li> <li>Attendance officer if required</li> </ul>	<ul style="list-style-type: none"> <li>As above</li> <li>Ongoing monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Attendance policy</li> <li>Knowledge of Attendance Officer's role</li> </ul>
Understanding attendance requirements	<ul style="list-style-type: none"> <li>A whole school approach to attendance</li> </ul>	<ul style="list-style-type: none"> <li>Staff and families informed of codes and requirements</li> </ul>	<ul style="list-style-type: none"> <li>Principal and staff</li> </ul>	<ul style="list-style-type: none"> <li>Processes are consistently followed</li> </ul>	<ul style="list-style-type: none"> <li>Staff meetings<sup>1</sup></li> <li>Attendance codes</li> <li>Attendance policy</li> </ul>