



2020 MORGAN PRIMARY SCHOOL ATTENDANCE IMPROVEMENT PLAN

Target: 95% attendance

Desired outcome	Performance indicators	Strategies to achieve outcomes	Strategic manager and others involved	Timeline for reporting	Resources and professional development
Regular and punctual attendance at school – 'All Day Everyday'.	<ul style="list-style-type: none"> Attendance patterns are known and monitored for 100% of students. Frequency of unexplained absences/'Lates' monitored Doctor's Certificate for three or more extended absences for illness 	<ul style="list-style-type: none"> Teacher awareness raising Teacher/SSO follow up unexplained absences. Teachers/SSO contact parents everyday Principal informed meeting follow up with parents/ caregivers Specific students targeted when concerns arise Inform Social Worker - Truancy Newsletter articles and attendance data Attendance certificate each term Accurate documentation Positive re-entry from absences 	<ul style="list-style-type: none"> Teacher Principal Social Worker - Truancy 	<ul style="list-style-type: none"> 1 day unexplained absence Follow up phone call or identification of pattern of non-attendance Recognition of patterns (5-10 days per term is concerning) Report to Governing Council once per semester. Review attendance data each semester and make referral as required. 	<ul style="list-style-type: none"> Attendance policy/plan Staff meeting T & D sessions Information re accessing Attendance Officer
Intervention with targeted families	<ul style="list-style-type: none"> Attendance improvement 	<ul style="list-style-type: none"> Analyse causes Develop strategies/plan for improvement Family meetings as required Further documentation/monitoring 	<ul style="list-style-type: none"> Teacher, Principal and family Social Worker – Truancy if required 	<ul style="list-style-type: none"> As above Ongoing monitoring 	<ul style="list-style-type: none"> Attendance policy Knowledge of Social Worker's role
Understanding attendance requirements	<ul style="list-style-type: none"> Ratified MPS Attendance Policy 	<ul style="list-style-type: none"> Staff and families informed of codes and requirements Policy and Improvement Plan reviewed each year 	<ul style="list-style-type: none"> Principal and staff 	<ul style="list-style-type: none"> Processes are consistently followed 	<ul style="list-style-type: none"> Staff meetings Attendance codes Attendance policy