

Mawson Lakes School

Attendance Improvement Plan



Attendance Improvement Plan

The Education Act requires that children of compulsory age (6 years old) are enrolled and attend school. Children who are not of compulsory age but have enrolled are subject to the same participation requirements.

At Mawson Lakes School we:

- Seek to engage all students to encourage their full participation
- Monitor and follow up attendance
- Communicate with families where there are attendance concerns that are impacting on the student's full participation
- Use DECD resources where necessary eg social worker, attendance counsellor.

Process for monitoring attendance:

- Class teachers record attendance daily with reason code
- Class teacher to contact the family on the third consecutive day of absence
- Parents bringing students late or taking them out early must sign the appropriate slip in the front office and give the appropriate slip to the classroom teacher. These slips are to be kept in the roll book.
- Parents are required to notify any absences and also reasons for them ideally on the day but within three days. If this is not done contact is made with the parent/caregiver by classroom teacher.
- All correspondence relating to absences are to be kept by the class teacher for one year. Notes in student diaries should be photocopied and records kept of phone conversations.
- Temporary exemptions of up to one calendar month can be granted by the Principal. Temporary exemptions exceeding one month need to be approved through the Education Office.

- Class sheets are sent to the office daily for EDSAS data entry.
- It is the responsibility of the class teacher to check that these records are correct and to sign them at the end of each term.

Intervention:

It is the responsibility of the allocated leader with class teachers to regularly monitor attendance patterns and to address concerns relating to unexplained absences, ongoing patterns of lateness and high numbers of family or illness related absences.

This may be done through:

- Conversations with the child
- Communication with the family
- Request for provision of medical certificate
- Documentation and implementation of strategies to support improved attendance
- Referral to regional attendance counsellor.

Attendance Improvement Targets

While Mawson Lakes School students generally attend school regularly there are some individual issues where children are absent for unexplained reasons.

The school will implement an attendance report at the conclusion of each semester to make explicit attendance data for all students.

The major area for improvement is to decrease the number of students who arrive late on a regular basis.

By the end of 2017, we aim to achieve DECD 95% attendance rate or better.