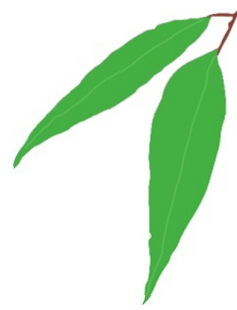


ATTENDANCE

IMPROVEMENT PLAN



Tea Tree Gully
Primary School

11-13 Neale Street,
Tea Tree Gully, SA 5091

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Rationale:

The Education Act requires that children of compulsory age (6 yrs) are enrolled and attend school. Children who are not of compulsory age but who have enrolled are subject to the same participation requirements. Schools have a legal responsibility to monitor lateness and attendance.

RESPONSIBILITIES:

Parent/Caregiver:

- Support children in attending school all day every day unless there is an unavoidable reason for not attending
- Make appointments (eg. Doctor) out of school hours if at all possible
- Support children in being punctual – when arriving late or leaving early, Parent/Caregiver must go through office and sign student in/out and advise of reason
- Advise the school when their child is absent and explain the reason. This is to be done prior to the absence (when possible) or as early as possible on the day of the absence
- Apply through the office for school exemption when the child is absent for longer than one week for family reasons. The appropriate form can be obtained from the front office
- Work with the school to improve attendance where necessary

Staff:

- Seek to engage all students in their learning to encourage full participation
- Believe that regular school attendance is fundamental to improving educational outcomes
- Will ensure that any unsatisfactory participation or unexplained absence is investigated as soon as possible
- Analyse all data available related to attendance (EDSAS)
- Work supportively with families where there are attendance concerns that are impacting on the student's full participation
- Use Department for Education (DfE) resources where necessary eg. Social Worker, Attendance Counsellor

Teacher:

- Mark Roll by 9:00am
- Mark absences with appropriate code eg. day/part of day and reason (Do not mark roll if children are present)
- Ensure that students who arrive late or leave early arrive/depart via front office
- Lateness is defined as arriving after 8:55am

- Communicate concerns related to attendance to Principal
- Sign attendance data sheets at the end of each term
- Keep notes relating to attendance and record information given by phone or in person for the current year in the Roll Book, and hand into office at end of the school year
- Provide work for students who have been exempted from school or students who are absent for an extended period

Office SSO:

- Record all notifications advising of non-attendance. Ensure that a reason is provided. Advise class teacher via Roll Book
- Enter attendance data daily
- Make a record of any parent messages received
- All written correspondence/documentation of phone calls in relation to attendance is to be kept
- Provide ED 175 Application for Exemption from School Attendance when families take children from school for more than one week

Leadership:

- Monitor patterns of unexplained absence and lateness
- Work with the teacher and family in a supportive way to improve attendance and punctuality
- Communicate with the family verbally and in writing when there is an attendance concern, and document all communications
- Seek support of Regional Attendance Officer/Social Worker when necessary

2018 Attendance Improvement Targets:

- Decrease unexplained absences from 2.6% in 2017 to 2% in 2018
- Improve overall attendance rate to 96.5% (currently 93%)
- Work closely with chronic poor attenders to improve their attendance by 50%
- Decrease lateness by 10%