

SCHOOL ATTENDANCE – IT ALL ADDS UP

A tiered approach to maintaining positive attendance monitoring and reporting practices

Days Absent Per Term				
PS Primary SS Secondary	T1	T2	T3	T4
26+ PS 31+ SS	7+ 8+	14+ 16+	21+ 24+	26+ 31+
16-25 PS 16-30 SS	4-6 4-8	7-12 9-15	13-18 16-22	19-25 23-30
0-15	0-4	5-8	9-11	12-15

Tier 1: Universal

All schools have a Student Attendance Policy which includes attendance monitoring practices and suggested responses aimed at building whole school capacity to actively engage students and maintain a positive attendance culture. This articulates the expectations and aspirations of the school community in relation to student attendance. School attendance guidelines should provide resources and strategies for schools to assist them to improve overall student attendance.

Whole school approaches to student engagement which will promote attendance may include reference to some or all of the following initiatives:

- School Wide Positive Behaviour Support
- Respectful Relationships
- Building Resilience Framework, eSMART, Bully stoppers
- Conflict Resolution
- PROTECT Portal – Child Safe Standards
- Social and emotional learning
- Mental Health – SAFEminds
- Restorative Practice
- Kids matter Mind Matters
- Achievement Program
- School to school enrolment/transition plans
- START
- Support for students with additional needs
- Career Education Programs
- Trauma Informed Practice
- FISO: Community engagement in learning
- Attendance improvement plans
- School Transition Plans

START – Student Transition and Resilience Training

Tier 1: All Students

Preparation

Establish an Attendance Team responsible for recording, monitoring, reporting contact with student/family/carer, on the first day of absences – will differ from school to school.

Whole School positive communication around attendance expectations and processes. For example: policy documents, parent teacher interviews, assemblies, information sessions, newsletters, transition days, school tours staff orientations and training

Daily

Monitor and Follow through

- Accurate and timely recording of attendance, including absent notes etc
- Run and monitor daily reports and as soon as practicable address same day notifications
- Any absences contact student/parent/caregiver via phone, text, COMPASS, email

Weekly

- Weekly report – checking students missing school, 4 days a term, 16 a year
- Identify patterns of cohorts or individual students at risk of disengagement e.g. day of week, subject, consecutive days
- Inform senior staff (YLC) of “at risk” students
- Arrange a 3 way conference/meeting to discuss attendance and identify potential barriers and solutions

Monthly

Celebrate positive attendance

- For individuals or groups at assemblies, in newsletters, mailouts, events, marketing
- Involve families and community partners

YLC – Year Level Co-ordinator

Tier 2: Supported Students

This tier is designed to support school staff in their assistance of cohorts or individuals who have missed more than 8% of school. A range of factors need to be considered e.g. parent and student connectedness, mental health, socio-economic factors, student engagement, caring responsibilities, disability and additional needs.

Attendance Management Team/Lead

- Allocate responsibility for follow up on individuals/cohorts already missing school
- Identify a case lead for each student
- Ensure accurate record keeping and follow up students and parents/caregivers (see daily – Tier 1)
- Review student file including past cognitive assessments, ILP, BSP, SSS specialist involvement
- Develop student Attendance Plan
- Connect with student, parents/caregivers regularly to provide positive/critical feedback and celebrate positive outcomes
- Understand the reasons/ barriers to attendance as it may be due specific or situational circumstances, referral to appropriate support service via student wellbeing.

Monitor and Follow through

- Run daily attendance reports for identified individuals, cohorts and ensure follow up contact is made by student’s case lead

Weekly Daily

- Run weekly attendance reports for identified students/cohorts
- Acknowledge positive improvement
- Review progress towards Individual Attendance plan with student

Monthly

- Run monthly attendance reports for students identified at this level
- Highlight attendance patterns e.g. specific classes or days of the week
- Acknowledge improvements
- Coordinate meetings with SSG or TAL

Consult with Regional Attendance team as required

ILP – Individual Learning Plan **BSP** – Behavioural Support Plan **SSS** – Student Support Services **SSG** – Student Support Group

Tier 3: Intensive Support

This section gives structure to supporting individual students and their families who are chronically absent from school – missing (or on target) to miss 25+days per year for Primary School or 30+ days for Secondary School

- Develop a plan with individual strategies to engage chronically absent students
- Develop student engagement/re-engagement plan for newly identified students
- Assess and measure effectiveness of strategies – document this assessment
- If strategies are not working consult with SSG using TAL & specialists to amend strategies. Document this adjustment, who you consulted and how you changed the strategies
- Implement strategies with fidelity
- For students with ongoing absenteeism, establish a Team Around the Learner (TAL)
- This may include school staff, student, parent/caregivers, community partner, area staff, support agency / specialist.

Daily

- Check in with every identified student at this level daily
- Run daily reports and follow up with absent/late students
- Ensure attendance team are actively engaging with students

Weekly

- Run weekly reports
- SSG- include external agencies/case workers
- Review existing engagement plans – school/student
- Review file: including past cognitive assessments ILP, BPS, Specialist involvement, SSS involvement
- Consider if consultation with or referral to Attendance Officer is required

Monthly

- Run monthly reports
- Review engagement plans to identify whether further support or monitoring is required
- Celebrate even small improvements in attendance

Working in partnership

Consult with Regional Attendance team as required