



BLANCHETOWN
PRIMARY SCHOOL

Blanchetown 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 dev.
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 extended absences for illness 	<ul style="list-style-type: none"> Teacher awareness raising Teacher/ SSO follow up unexplained absences. Teachers/ SSO contact parents if unexplained. Principal informed Specific students targeted when concerns arise Inform attendance officer Newsletter articles Accurate documentation Positive re-entry from absences 	<ul style="list-style-type: none"> Teacher Principal Attendance Officer / Social Worker 	<ul style="list-style-type: none"> 1 days unexplained absences Follow up phone call or identification of pattern of non-attendance Recognition of patterns (5-10 days per term is of concern) Governing Council 2 times a year. Review and report attendance 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 Attendance officer / Social Worker if required 	<ul style="list-style-type: none"> As above Ongoing monitoring 	<ul style="list-style-type: none"> Attendance policy Knowledge of Attendance Officer's role
Understanding attendance requirements	<ul style="list-style-type: none"> Ratified BPS Attendance Policy A whole school approach to attendance 	<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 meetings¹ Attendance codes Attendance policy