



MURRAY BRIDGE SPECIAL SCHOOL

ATTENDANCE IMPROVEMENT PLAN

Target: 89% Attendance by end of term 4 2019

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 Every Day'.	<ul style="list-style-type: none"> Attendance patterns are known and monitored for 100% of learners. Absences are within acceptable agreements. 	<ul style="list-style-type: none"> Learning Facilitator awareness raising Learning Facilitator/SSO follow up unexplained absences Learning Facilitators/SSO contact parents after 3 days if unexplained. Principal informed Specific families supported when concerns arise Inform Attendance Officer Newsletter articles Website Comment Accurate documentation 	<ul style="list-style-type: none"> Learning Facilitator SSO Principal Attendance Officer 	<ul style="list-style-type: none"> 3 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) Review and report attendance each semester 	<ul style="list-style-type: none"> Attendance policy/plan Staff meeting PD 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 and/or Transdisciplinary team meetings as required Further documentation/monitoring 	<ul style="list-style-type: none"> Learning Facilitator, Principal and family Transdisciplinary team members as required e.g. Attendance Officer, DCP 	<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"> A whole school approach to attendance 	<ul style="list-style-type: none"> Staff and families informed of codes and requirements 	<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