



M A G I L L
S C H O O L

Attendance Improvement Plan

“All Day Every Day”

The Education Act requires that children of compulsory age (6 yrs old) 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.

At Magill School we:

- 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, SABM Datamart, SPerS
- Work supportively 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

Parent Responsibilities:

- To 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 must go through office and advise of reason
- To advise the school when 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
- Respond to SMS messages informing parents that child is absent without reason
- Apply through the office for school exemption when the child is absent for longer than one week for family reason. The appropriate form can be obtained from the office
- Work with the school to improve attendance when necessary

School Responsibilities:

Teacher:

- Mark Roll Marker by 9.00am
- Mark absences with appropriate code / part of day (Do not mark if children are present)
- Ensure that students arrive / depart via office
- Check pigeonholes for notes
- Lateness is defined as arriving after 8.50am
- Communicate concerns related to attendance to Deputy 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 and hand to office at end of school year
- Provide work for students who have been exempted from school or students who are absent for an extended period (more than two days)

Office SSO:

- Record all notifications advising of non attendance. Ensure that a reason is provided. Advise class teacher via pigeonhole note of notifications received
- Enter attendance data daily on Roll Marker by 10.30am
- Make a record of any parent messages received.
- All written correspondence / documentation of phone calls 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 (Deputy Principal):

- Communicate the importance of “All Day Every Day” to parent community on a regular basis
- Weekly monitor patterns of unexplained absence, frequent absences due to illness or family reasons 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 a concern and document all communications
- Seek support of Regional Attendance Officer / Social Worker when necessary

2016 Attendance Improvement Targets

- Decrease unexplained absences from 9.7% of total absences in 2015 to 8%
- Maintain (or improve) overall attendance rate at 98.5%
- Work closely with chronic poor attenders to improve their attendance by 50%
- Decrease lateness by 10% from 5356 in 2015 to 4821 in 2016