



Attendance improvement strategy

Regular attendance and participation in preschool and school is an important factor in setting up educational and life success.

At Karcultaby we aim to:

1. Have all students regularly attending school and meeting the DECD target.
2. Have **no** chronic non-attenders (10 or more days absence per term- a total of 40 days in a school year). This will not include absence due to approved exemptions and medical reasons with a certificate.
3. Have **no** habitual non-attenders (5- 9 ½ days absence per term - a total of 20-39.5 days absence per year). This will not include absence due to approved exemptions and medical reasons with a certificate.
4. Have all absences explained by parents/families (**zero** unexplained absences).

Whole school strategies

- Preschool and school programs will be engaging so that students want to be at school.
- Staff will work to support families and students as necessary to encourage regular attendance. External support agencies may be used.
- Attendance certificates will be presented at the end of each semester to students who achieved over the DECD target %.
House points will be allocated towards the Academic House Shield; 5 points.
Data base found at J/common/school events/ presentation night/ Academic & sports house shield

Communication

- Communicate with families at the start of each year so they know the processes to let the school know about absences, exemptions and illness certificates.
- Expectations are established and followed by staff to promptly obtain reasons for absences (eg a diary note, phone call or text (front office mobile 0409 684 164) prior to or after an absence).
- Staff to contact families by phone if the child is away from school or preschool for a third consecutive day without an explanation.
- Whole school attendance data for each term will be put into the newsletter.
- At the end of each **term**, a list of **chronic** non-attenders will be identified and a letter will be sent to families to highlight absence trends. This will not include absence due to approved exemptions and medical reasons with a certificate.
Letters saved in J: common/ strategic management/ school data/ attendance
- At the end of each **semester**, a list of **habitual** non-attenders will be identified and a letter will be sent to school families to highlight absence trends. This will not include absence due to approved exemptions and medical reasons with a certificate.

- At the end of each **semester**, letters will be sent to students and families who have been habitual and chronic non-attenders and have markedly **improved** their attendance to acknowledge their efforts.
- Students who are chronic non-attenders for two terms, will be referred to the DECD Attendance and Engagement officer.
- At the end of each term, preschool attendance records from the Early Years system will be printed out, analysed and discussed with families.

Supporting documents

DECD Attendance Policy (under review)

Principal's Guide to Exemptions

POLICY ENDORSED

Governing Council: 29/8/2017

REVIEW DATE: 2018