



## KAPUNDA HIGH SCHOOL ATTENDANCE IMPROVEMENT PLAN 2019

DESIRED OUTCOMES	PERFORMANCE INDICATORS	STRATEGIES TO ACHIEVE OUTCOMES	WHO	TIMELINE	RESOURCES
INCREASE STUDENT ATTENDANCE REDUCE THE % OF UNEXPLAINED ABSENCES	<90% attendance – in 2019 <10% unexplained absences in 2019	<b>EDUCATION</b> Newsletter article addressing some aspect of attendance Data for the term presented in Principal's notes, newsletter, Principal's report to Governing Council, students at assemblies Attendance highlighted on reports Regular mentions of attendance in counsellor's newsletter articles – inviting families to use the support available if issues Posters/screens around the school with messages about the importance of attendance Facebook posts emphasizing importance of attendance/where can get help <b>MONITORING/RECORDING</b> Accurately record absences and explanations from parents Targeted training for staff – especially TRTs	Principal Principal As part of DayMap reporting Counsellor Principal/ Counsellor Principal Home Group teachers Deputy Principal	Twice per year Beginning of terms 2-4 Termly Twice per year Ongoing Fortnightly Daily Beginning of year and as required	List of codes for all staff (understood by all)

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		Subjects teachers taking students on excursions record on DayMap and include in a bulletin notice	Teachers in charge excursions/camps	Day before excursion/camp	
		Regular absences (eg VET) to be entered in advance	Flexible Pathways Assistant Principal or delegate		
		Use of DayMap alerts	Year Level Managers	Daily	
		Suspensions/exclusions entered in advance	Leader who activated suspension	Time of suspension	
		SMS Messaging to parents when student is absent	Use of automated system	Daily from 11am	
		Use of <i>Day Map</i> to record lesson attendance	Subject teachers	Each lesson	
		Follow-up where no explanation is forthcoming	Home group teachers	Daily	
		After 3 days of consecutive absence, phone call home	Reception	Each day	

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		<b>INTERVENTION (- see flow chart)</b>			
		Family contact co-ordinated by Year Level Manager	Referral from Home group teacher	As required	
		Attendance improvement plans negotiated with families	Year Level Manager + relevant staff (Counsellor, Flexible Pathways Assistant Principal)	As required	
		Referral to Department for Education Attendance Counsellor	Counsellor	As required	
		Referral to other agencies where required	Counsellor	As required	
		<b>INCENTIVES</b>			
		Certificates for all students who achieve 95%+ attendance for year	Principal/Administrati on	Week 8, Term IV	
		Home class competition (least number of unexplained absences) each term – prizes	Principal	Each term	

# Student Attendance Intervention

