



An Independent Public School

Attendance Strategy

MORAWA DISTRICT HIGH SCHOOL

Morawa District High School is committed to providing safe and supportive learning environments for all students which address their educational needs.

Morawa District High School expects, whenever possible students attend school for the full school day. It would be expected that students participate and engage fully in all facets of school life. Regular attendance at schools is fundamental to student learning.

Morawa District High School attendance policy aims to clarify expectations for students, staff, families and wider community. A whole community approach, including local government, businesses and other agencies, is more likely to improve the attendance of individual students while achieving broader benefits for the community.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Morawa District High School:

- is committed to promoting the key message, Every Day Counts
- believes all students should be enrolled at school and attend school all day, every school day
- believes all students need to attend school regularly so they can take advantage of ALL the educational opportunities available
- believes consistently poor school attendance and lateness to class can affect children's educational progress
- promotes good attitudes toward attendance that are well established will help prevent problems as children progress to secondary school
- helps children build confidence in areas such as communication, teamwork, organisation and social skills, and children who miss school may find it difficult to keep up friendships in the class
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community
- is committed to reducing the gap between the attendance of Aboriginal and non-Aboriginal students

Responsibilities

School responsibilities: MDHS

- monitors and record student attendance accurately
- investigates and analyses attendance data
- follows up all unexplained absences
- develops a documented plan for Aboriginal students with an attendance rate below 90 per cent **Student responsibilities**
 - to attend all classes
 - engages actively in all school activities

Parent responsibilities:

- to ensure regular attendance
- to provide timely information regarding student absence
- to ensure the well-being of children to enable them to get the best out of their education
- to ensure children are properly prepared with all the equipment necessary for them to fully participate in classroom activities.



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Strategies

At Morawa District High School we promote 90% attendance by:

- making students feel welcome and safe
- by welcoming and providing inclusive learning environments that engages students
- delivering lessons which are engaging and appropriate for the students in the class
- establishing relationships with students based on high expectations and respect
- developing positive home – school relationships by regular contact with parents and caregivers
- setting whole school target as well as individual targets
- commending students reaching 100% attendance
- promoting the importance of regular attendance in newsletters
- rewarding students with programs that encourage regular attending students such as passport points
- engaging the whole of community in the Attendance Strategy
- collaborating with the DOE and external agencies
- implementing the breakfast program through Foodbank
- continuing with initiatives such as the Triple P Parenting Program

Targets

- at Morawa District High School, we are committed to achieving the following targets in improving attendance
- reduce the number of unexplained absences by 5% and maintain improved trend throughout 2015
- increase the number of students in the regular attendance category (<90% or above)
- decrease the number of students in the “at risk” attendance category
- increase Kindergarten and Pre-Primary student attendance rates across 2013-2015, when compared to 2012
- ensure families have access to appropriate support services, and that attendance and/or well-being concerns are addressed promptly

RECORDS

Accurate records are maintained and would withstand external scrutiny

RECOGNISE

Daily attendance is monitored and every absence is identified

RESOLVE

Every absence is investigated and the reason recorded

RESTORE

Where a student's attendance is identified as a concern, school-devised and legislative strategies are implemented to restore attendance

Records

- accurate records are maintained by the school for every student, morning and afternoon

Recognise

- daily attendance is monitored and every absence is identified
- duty of care
- making informed decisions-identify students below 90%,or whose attendance is a concern
- monitoring systems –absentee report SIS, class lists



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Resolve

- every absence is investigated and reason recorded
- purpose of the codes- file:///S:/AdminShared/All%20Staff/2014/2014%20-%20ATTENDANCE/
- purpose of the codes- file:///S:/AdminShared/All%20Staff/2014/2014%20-%20ATTENDANCE/Attendance%20Stratergies%202015/Attendance_Strategy_WEB[1].pdf
- SMS sent home for instantaneous notification and Watch list- an email alert when a pre-determined number of half day absences has been reached
- badge Attendance Officers make home visits or Deputies will make contact with parent/guardian by phone to discuss the absence
- if there are still unexplained absences at the end of the week, a letter is sent home to parent/guardian
- engage other agencies if students are in the moderate to severe category
- Students are placed on Students Whereabouts Unknown after 15 days

Restore

- where a student's attendance is identified as a concern, school-devised and legislative strategies are implemented to restore attendance

Consultation phase:

- meeting with parents and student
- implementation of school devised, local strategies
- documented plan
- school intervention and school based

Formal Meeting:

- introduction of external support for family
- attendance advisory Panel
- legislative intervention; school based

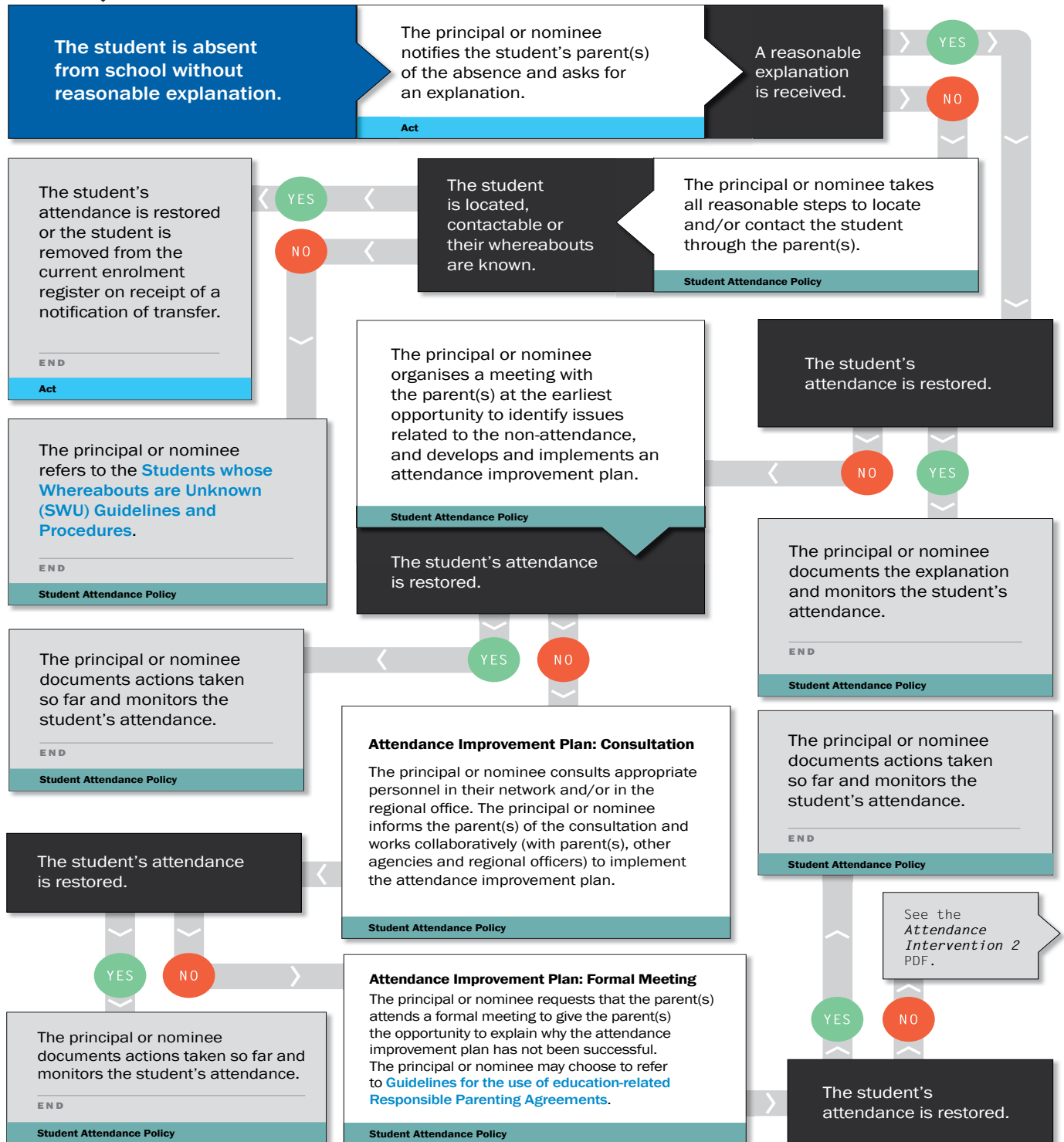
Reporting and monitoring attendance

At Morawa DHS reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following way:

- report an absence to the school via phone, email, in person
- the community can support the school's Attendance Policy by refusing service to school students
- promoting school attendance and the consequences of poor attendance

Flow Chart:

ATTENDANCE INTERVENTION 1

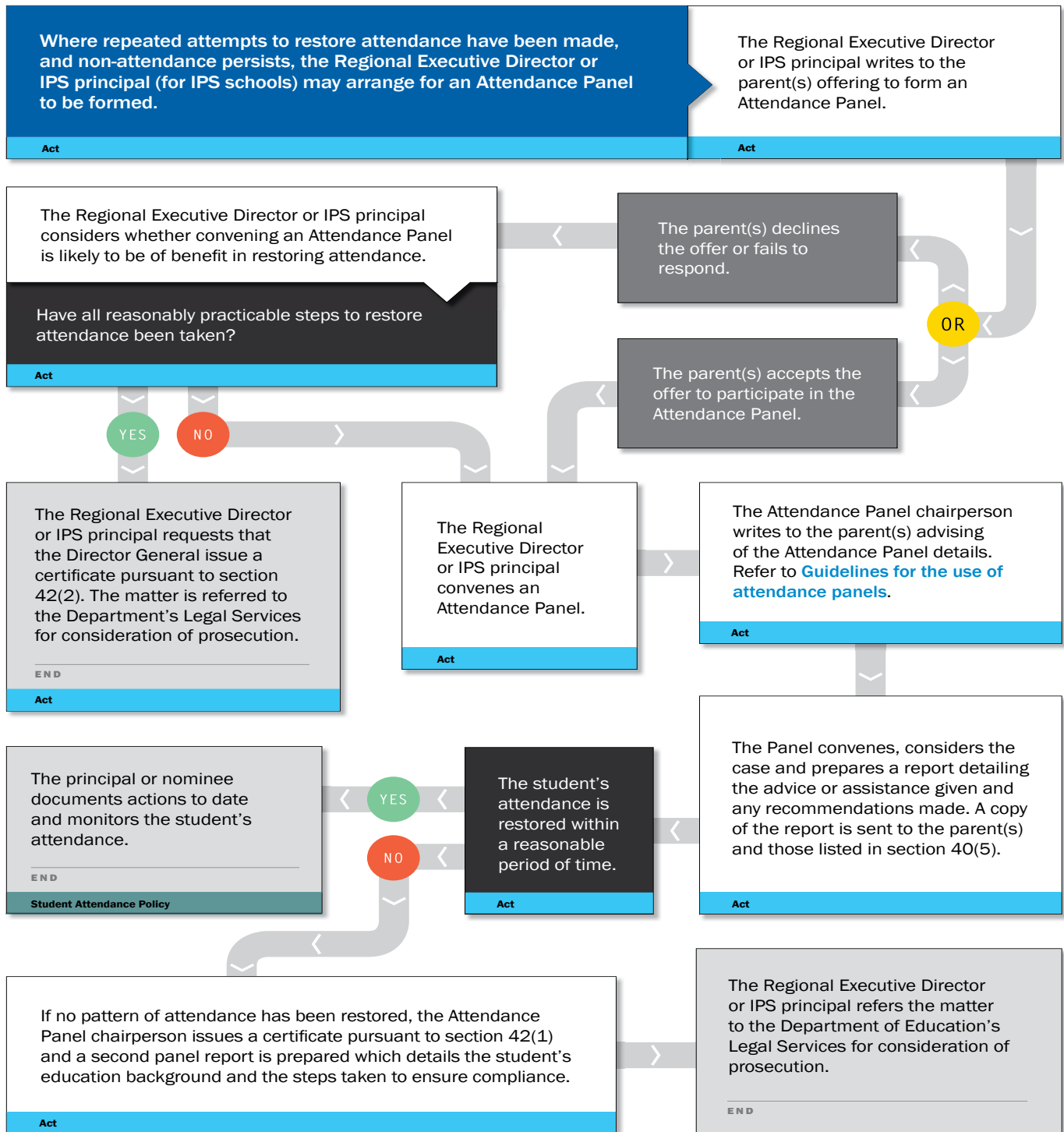


Act	School Education Act 1999
Policy	Department of Education Student Attendance Policy
Guidelines	Department of Education Guidelines for the use of education-related Responsible Parenting Agreements Department of Education Students whose Whereabouts are Unknown (SWU) Guidelines and procedures



Flow Chart:

ATTENDANCE INTERVENTION 2



Act	School Education Act 1999
Policy	Department of Education Student Attendance Policy
Guidelines	Department of Education Guidelines for the use of attendance panels
	Department of Education Guidelines for the use of prosecution
	Department of Education Guidelines for the use of education-related Responsible Parenting Agreements

