

Developing and documenting a plan for attendance improvement

The process of developing a Documented Plan (Plan) is as important as the anticipated outcomes. A quality process involving collaboration, consultation and commitment may prove the key to re engaging the student and their family.

The Aboriginal and Torres Strait Islander Education Action Plan commits all schools to involve the families of Aboriginal and Torres Strait Island students, teachers and Aboriginal and Torres Strait Island education workers in developing personalised learning strategies for these students from the first year of schooling to Year 10. A [Guide to developing Personalised Learning Plans](#) is available to assist staff to effectively engage with families of Aboriginal students.

A Plan needs to be based on relevant, accurate and focused information. It is very important to focus on a student's individual strengths and to reflect on a time when the student was more engaged with the school and persistent absences were not an issue. The documented plan may develop from earlier strategies that successfully supported the family with regular attendance.

Parents know their child's individual circumstances and can provide background information about the child at home and in the community. They will need to:

- know that a Plan is being considered or developed;
- have their knowledge about their child respected and valued;
- be invited to contribute goals, aspirations, outcomes, targets and strategies;
- be included in collaborative decision making; and
- agree to the content of a plan.

Where parents/carers choose not to become directly involved in the planning process, they still need to be informed about their child's Plan, provided with a copy and invited to participate in any subsequent review of the plan.

A review date should also be set to ensure that attendance is continuing, and to address any further issues. This review should occur approximately two weeks after the initial meeting and occur regardless of whether attendance has improved or not.

Where attendance has improved this provides an opportunity to celebrate success and reinforce new behaviours. Where absences continue to be a concern, the plan can be revised or other support agencies may be invited to become involved. The parent may at this point be offered a formal meeting or a Responsible Parenting Agreement.

The [Simple documented individual attendance plan](#) and [Simple individual attendance plan](#) are templates suitable for a range of situations. These templates are available electronically, giving schools the flexibility to adapt as appropriate.

A sample documented attendance plan is attached.

Note: This plan is provided courtesy of Quinns Beach Primary School and the North Metropolitan Regional Attendance Initiative.



This is an example of a simple and potentially effective Documented Plan, dependent on follow-up.

QUINNS BEACH PRIMARY SCHOOL

STUDENT NAME: _____ **FORM:** _____ **YEAR LEVEL:** _____ **TERM:** _____ **YEAR:** _____

CLASS TEACHER: _____ **TEAM MEMBERS:** _____

CURRENT NAPLAN PROFICIENCY BAND **4**

SHORT TERM IMPROVEMENT TARGET: 60% **LONG TERM IMPROVEMENT TARGET:** 90%

PLAN IMPLEMENTATION START DATE: Week 1 Term 3 **PROPOSED TIMEFRAME:** Week 3 Term 3

Must involve the school psychologist at this point and their suggestions factored in to this plan.

SKILLS REQUIRING DEVELOPMENT / TARGETS

- _____ to improve from 55% to 60% for term 3.

Alter strategies to suit the student. These are suggestions only.

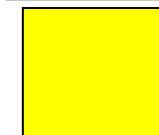
STRATEGIES	RESOURCES	MONITORING
<ul style="list-style-type: none"> • Phone calls to parent when successive school days are missed by class teacher. • Home visits by team members to follow up on prolonged absence. • Whole school programs to motivate attendance eg sports, assembly etc. • Individual Class reward chart by teacher to reward improvements. • Letter sent to parent with attendance summary every 3 weeks/congratulatory letter when achieved. • Class teachers to record comments in SIS for all explained absences. • Conversations with student and parent by school psych. • Every day the _____ arrives incorporate a small reward ie canteen voucher. 	<ul style="list-style-type: none"> • A sticker chart which details how many days are necessary to attend in each 3 week monitoring period. (in this example 9 days out of 15) 	<ul style="list-style-type: none"> • SIS attendance entered & monitored by teacher. • Home- school liaisons

REVIEW NOTES: Planned review Week 3

Accompanying Attendance Reward Chart Week 1

	Mon	Tue	Wed	Thur	Fri
Sticker	Day 1	Day 2	Day 3	Day 4	Day 5
A positive learning experience at school		A simple, visual representation for the student of their Documented Plan. Very prescriptive so the student is aware of the rewards.			
What did Mum enjoy hearing about?					

ACHIEVED



Reminder of Supergoal To achieve 9/15 days.

Wk 1 ____

Wk 2 ____

Wk 3 ____

My Goal is to achieve 3 days attendance this week. **I am working towards the reward below;**

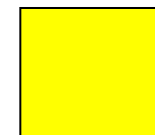
At home	At school
<ul style="list-style-type: none"> ➤ Weekly Goal: 15 minutes computer time at home. ➤ Supergoal: Adventure World 	<ul style="list-style-type: none"> ➤ 15 minutes computer time in E-Learning Area. ➤ Each day Fred arrives he gets a canteen voucher as part of a daily reward. ➤ Supergoal – One on one basketball time with a friend, be an office helper, helping physical education teacher with younger classes etc (depends upon Fred's currency)

This program is only to be used as a reward to celebrate Fred's success. Each day Fred is to bring it to Mr. _____. If by Friday he achieves 3 stickers, he will receive a sticker in the yellow box and be given a reward.

Accompanying Attendance Reward Chart Week 2

	Mon	Tue	Wed	Thur	Fri
Sticker	Day 1	Day 2	Day 3	Day 4	Day 5
A positive learning experience at school					
What did Mum enjoy hearing about?					

ACHIEVED



Reminder of Super-goal To achieve 9/15 days.

Wk 1 ____
Wk 2 ____
Wk 3 ____

My Goal is to achieve 3 days attendance this week. **I am working towards the reward below;**

At home	At school
<ul style="list-style-type: none"> ➤ Weekly Goal: 15 minutes computer time at home. ➤ Super-goal: Adventure World 	<ul style="list-style-type: none"> ➤ 15 minutes computer time in E-Learning Area. ➤ Each day Fred arrives he gets a canteen voucher as part of a daily reward. ➤ Super-goal – One on one basketball time with a friend, be an office helper, helping physical education teacher with younger classes etc (depends upon Fred's currency)

This program is only to be used as a reward to celebrate Fred's success. Each day Fred is to bring it to Mr. _____. If by Friday he achieves 3 stickers, he will receive a sticker in the yellow box and be given a reward. If Fred's achieves 9/15 days he achieves his Super-goal Reward.

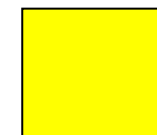
Accompanying Attendance Reward Chart Week 3

	Mon	Tue	Wed	Thur	Fri
Sticker	Day 1	Day 2	Day 3	Day 4	Day 5
A positive learning experience at school.					
What did Mum enjoy hearing about?					

Congratulate Fred on his achievement. Then change the goal-posts – increase the percentage. It is all about Fred and family forming good attendance habits.

If the plan hasn't been achieved, at the next stage (formal meeting) look to remodify as part of a voluntary Responsible Parenting Agreement.

ACHIEVED



Supergoal To achieve 9/15 days.

Achieved

My Goal is to achieve 3 days attendance this week. I am working towards the reward below;

At home	At school
<ul style="list-style-type: none"> ➤ Weekly Goal: 15 minutes computer time at home. ➤ Super-goal: Adventure World (pre-negotiated with parents) 	<ul style="list-style-type: none"> ➤ 15 minutes computer time in E-Learning Area. ➤ Each day Fred arrives he gets a canteen voucher as part of a daily reward. ➤ Super-goal – One on one basketball time with a friend, be an office helper, helping physical education teacher with younger classes etc (depends upon Fred's currency)

This program is only to be used as a reward to celebrate Fred's success. Each day Fred is to bring it to Mr. _____. If by Friday he achieves 3 stickers, he will receive a sticker in the yellow box and be given a reward. If Fred's achieves 9/15 days he achieves his Super-Goal reward.