



Robe Primary School Attendance Improvement Plan

Respect – Courage – Integrity

Students must come to school every day the school is open. This is known as regular attendance.

Students are more likely to want to come to school and achieve if they feel:

- included
- valued
- respected
- supported

Students who miss school often

The [attendance policy](#) defines the following groups of students as at risk because of how often they miss school.

- **Habitual non-attendance:** a student misses 5 to 9 school days in a term (across a term). This is for any reason.
- **Chronic non-attendance:** a student misses 10 or more days in a term (across a term). This is for any reason.

For students in these groups, we assess the level of risk to their learning and wellbeing. When a student is at risk we will talk with the family about the issues.

Our school's vision

Our aim is to ensure all students have access to a full and rewarding education. Regular attendance at school provides students with the opportunity to gain maximum benefit from their schooling. Monitoring of school attendance enables identification of students at risk and the implementation of appropriate intervention strategies. We believe that the early detection and assessment of the causes for school non-attendance, along with the provision of organisational structures, which are responsive to the needs of individual students, are most important.

All members of our school community are expected to meet the requirements of Robe Primary School's Attendance Policy and work to the best of their ability to reinforce the importance of regular attendance and its contribution to learning. Student attendance is everyone's business.

How we follow up if a student misses school

This is an overview of how we follow up student absences. We might change these steps to fit in with a family's needs. A quick follow up helps us to manage risks early and reduce absences.

1. If a student misses school, we record their absence. We also record the reason given by the parent or carer.
 2. If we receive no reason, we follow up with the parent or carer. This is usually by phone or text (SMS).
 3. If the absences continue or there are concerns raised by the absence, we keep following up. This might be by phone, email, meeting or a letter.
- We support the family to look at any issues that stop the student from coming to school.
 - If needed, we connect the family to other services. For example student support services.



Our data

At Robe Primary School our student attendance records help us to plan how we improve school attendance. We routinely analyse the attendance of different year levels and any trends forming from the data will be addressed.

Table 1 shows our attendance data for Terms 1, 2 and 3, 2016, 2017, 2018 and 2019.

Our attendance rate has stayed relatively the same since 2018. This might be due to

- Increased awareness about school attendance responsibilities. We share the policy in newsletters and on our school website.
- Talking about why attendance is important for learning, wellbeing and future success.
- Including individual attendance rates in student reports. This makes sure parents know how many times their child was away from school in a term.
- Teachers talking about absences at parent-teacher interviews.

Table 1: School attendance data

Year Level	2019	2020	2021	2022
Reception	93.5%	89.4%	91.9%	90.3%
Year 1	92.1%	91.2%	88.2%	89.9%
Year 2	94.8%	89.2%	89.3%	83.3%
Year 3	96.0%	94.0%	89.9%	89.7%
Year 4	95.4%	97.0%	92.2%	85.7%
Year 5	94.5%	94.3%	92.7%	89.0%
Year 6	94.6%	93.7%	93.1%	89.9%
Year 7	95.2%	93.8%	92.4%	N/A
Overall Rate	94.5%	92.9%	91.2%	88.5%

Our approach to improving attendance

At Robe Primary School our attendance strategies are guided by the South Australian Department for Education's attendance policy.

We plan, implement and review the following attendance improvement actions. With our governing council, staff, students, families and local community.

Promote

We promote the importance of education from the earliest years of life and throughout the schooling years as a school community priority of the highest value.

Our actions

- Communicate why going to school every day matters. Explain how absences affect learning, wellbeing and future success.
- Include information about student attendance in school reports.
- Discuss attendance in staff meetings.

Assess

We assess patterns of non-attendance and circumstances. We use this to inform the development of appropriate targeted, intensive and coordinated interventions.

Our actions

- Record daily absences and ensure it is recorded correctly. We Import the data into the department's reporting system (EDSAS or EMS).
- Analyse attendance data for trends and patterns of absence.
- Review attendance data with staff. Discuss students at risk.
- Check on all students who have habitual and chronic non-attendance and find out what support they might need.

Engage

We actively engage and include all children, young people and their families in education and interventions which support attendance.

Our actions

- Create a welcoming and inclusive school.
- Engage and challenge students, allowing for different student abilities and needs. We modify the curriculum and teaching practices if needed.

Support

We provide support to address the barriers to attendance, learning and wellbeing. We make sure there is inclusive support for children and young people, so they can be physically present and engaged in education.

Our actions

- Work with Student Support Services on student attendance issues.
- Work with families to find out why students are away from school. Make sure the support fits their individual needs.
- Support Aboriginal students with attendance issues. Make sure the support fits the student's individual and cultural needs.

Monitor

We monitor attendance to make sure that risks are identified, supports are in place, and progress is monitored.

Our actions

- Make sure staff understand their duty of care to check on and follow up attendance issues.
- Set up ways for staff to escalate attendance issues.

Evaluate

We evaluate the need for further or ongoing interventions, referrals for external support and mandatory notifications.

Our actions

- Work with the Social Worker - Truancy for extra attendance support.
- Train staff and volunteers in mandatory reporting of attendance issues.