

ATTENDANCE MANAGEMENT PLAN



ATTENDANCE per term
90% to 99%

1 to 4 days absent

PARENTS NEED TO

Contact the school if your child is going to be late or absent.

THE SCHOOL WILL

If we do not hear from you, your child will be marked as Truant **(U)**

If your child is late *i.e. after the first period has started, that will be recorded* **(L)**

ATTENDANCE per term
80% to 89%

5-9 days absent

PARENTS NEED TO

Seek support from the Form Class Teacher or Dean if you are struggling to get your child to school.

Engage with the Dean to implement strategies to improve attendance.

THE SCHOOL MAY

Organise meetings to work out the reason for the absences and create a plan to improve attendance.

ATTENDANCE per term
less than 80%

10+ days absent

PARENTS NEED TO

Engage in an improvement plan with the Dean and attendance services.

Participate in regular meetings with school and/or attendance services.

THE SCHOOL MAY

Send escalation letter to parents and seek help from attendance services to try remove any barriers, if possible.

Engage in a multi-agency response.

Implement and monitor improvement plan.

ATTENDANCE CODES



present



justified



exam leave



late



unjustified

Attendance can be viewed at any time on the Parent Portal.

DID YOU KNOW?

attendance at	is equal to	which is	and over 5 years that is...
90%	1 day away a fortnight	4 weeks per year	2 terms
80%	1 day away a week	8 weeks per year	1 year
60%	2 days away a week	16 weeks per year	2 years
40%	3 days away a week	24 weeks per year	3 year

A full calendar year has 365 days, but **the school year only has 190 days.** That leaves 175 days for appointments, shopping, family time & holidays.