For more information, please contact your local Student Services Consultant:

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Regular Attendance at school is essential to assist student’s maximise their potential. Encouraging regular attendance is a core responsibility for all schools and staff.
Supporting Regular Attendance

Whole School

- Clearly defined expectations around attendance for all students, staff and parents
- High expectations that students attend school every day the school is open, this includes end of term and carnival days
- Targets for attendance are identified in the school plan
- Regular reinforcement and rewards for regular attendance
- School regularly communicates with community to promote attendance
- Accurate roll marking procedures consistent across the whole school and effective recording, reporting and monitoring systems
- Quality teaching and curriculum options
- Positive student-teacher relationships
- Prompt follow up of absences with parents and carers that encourages their partnership in the attendance of their child
- Effective Learning Support Teams and Welfare Teams that regularly reviews attendance data, develops intervention strategies for the whole school and identified students as required
- Staff are provided with regular feedback regarding attendance
- School newsletter articles and posters promoting attendance
- Involvement of student leadership, parent and community groups
- Professional learning for staff regarding attendance requirements and school systems
- Whole school modelling of punctuality
- School Attendance Action Plan
- School self assessment using MSAD site


Targeted Early Intervention

- Attendance data analysed regularly to identify attendance patterns and student at risk of non-attendance
- Early identification and referral to the school Learning Support Team
- Identification of attendance trends and groups of students who may be disengaging and developing poor attendance patterns
- Curriculum differentiation for target groups, including learning support, peer mentoring and peer support
- Phone Intervention Programs (PIPS) for target group including latecomers
- Clear written and verbal attendance expectations communicated to all stakeholders
- Development of Personalised Learning Plans (PLPs) including attendance
- Address any bullying/harassment issues
- Provide social supports / teacher mentor
- Place student on an attendance contract
- Provide welfare support eg: breakfast programs
- Involve school counsellor and welfare team
- Effective transition planning
- Early intervention support from Home School Liaison team
- Strengthen community partnerships
- School Attendance Action Plan

Intensive Individual

- Immediate follow up of individual students absences
- Developing collaborative and empowering relationships between teachers, students and parents
- Student and parent interviews
- Review current educational program for student and support from school based personnel, including STL, mentors, itinerant support teachers, school counsellors and community agencies
- Personalised Learning Plans
- Positive and flexible support to follow up with student on return to school
- Modified learning outcomes and assessments where required
- Referral to the Home School Liaison Program
- Collaborative team from school and HSLO to develop a plan with student and parent
- Attendance meetings with parents
- Identification and management of any underlying reasons for non-attendance
- Possible pathways plan from school to work
- Possible legal action undertaken by the NSW Department of Education and Training