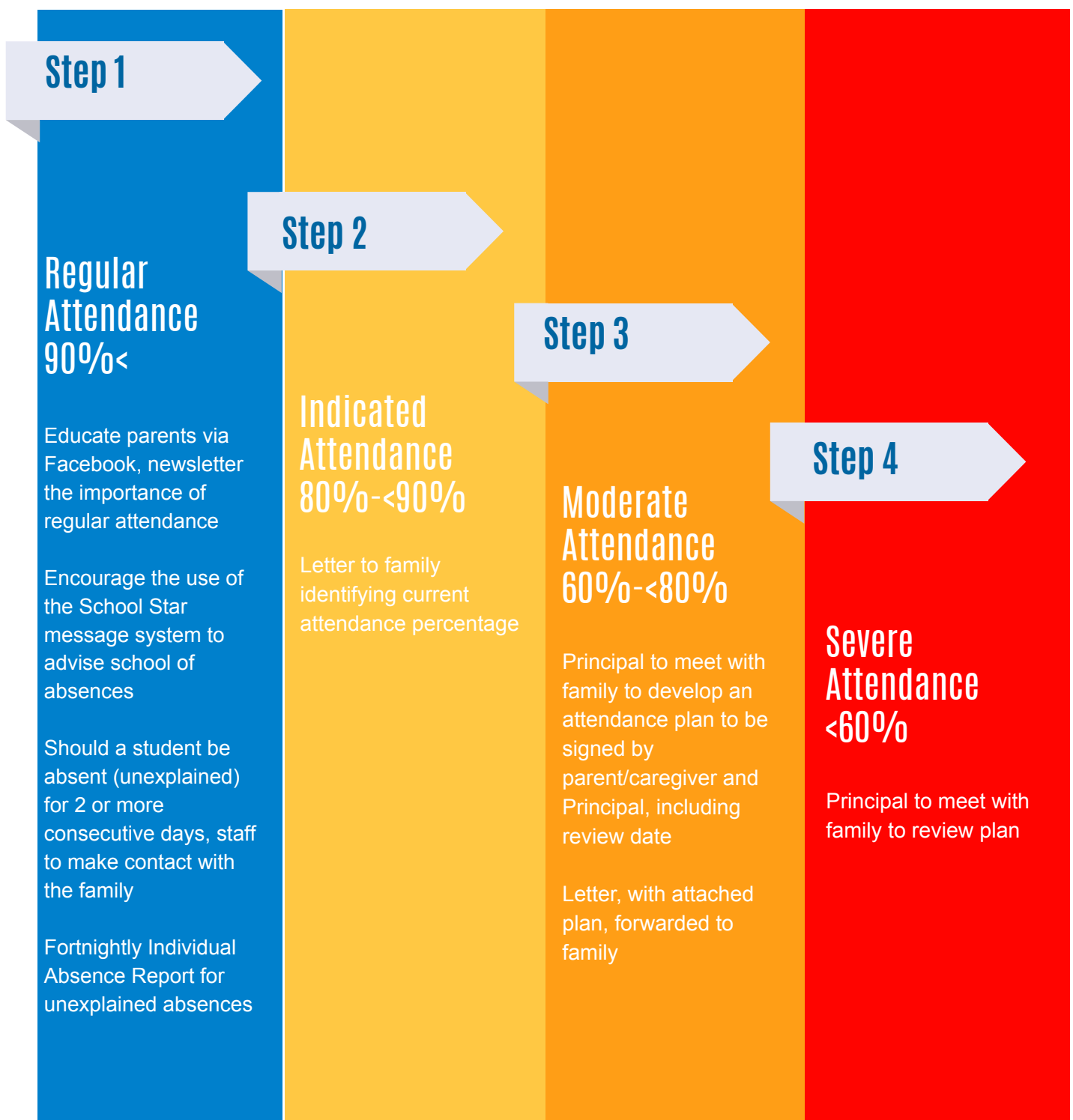# Walkaway Primary School Attendance Strategy

At Walkaway Primary School we monitor and manage student attendance in order to maximise the opportunities of all students to learn.

Step 1

Regular Attendance 90%<

Educate parents via Facebook, newsletter the importance of regular attendance

Encourage the use of the School Star message system to advise school of absences

Should a student be absent (unexplained) for 2 or more consecutive days, staff to make contact with the family

Fortnightly Individual Absence Report for unexplained absences

Step 2

Indicated Attendance 80%-<90%

Letter to family identifying current attendance percentage

Step 3

Moderate Attendance 60%-<80%

Principal to meet with family to develop an attendance plan to be signed by parent/caregiver and Principal, including review date

Letter, with attached plan, forwarded to family

Step 4

Severe Attendance <60%

Principal to meet with family to review plan

Resources and Processes

These strategies will be supported by The Attendance Toolkit
Principal will complete Attendance Toolkit training
All Staff to participate in the Self Assessment Tool as a part of school self reflection process
Staff Training for maintaining accurate attendance records
Principal will complete consistent reviews (twice termly) of attendance data

June 2020