

School Attendance Support Plan

School: _____ Student: _____ DOB: ____/____/____ Date: ____/____/____

Regular attendance helps students to; develop a sense of belonging, maintain and develop friendships, progress with learning and be more engaged at school.

Barriers/Blockers

Strategies

Responsibilities

Plan start date: ____/____/____

Plan end date: ____/____/____

This plan was created by:

In consultation with:

The strategies above are designed to re-engage and promote attendance of your child. If these are unsuccessful the school may look to the Department's Regional Attendance Team for further support.

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Example strategies

School based

- Referral to Learning and Support team
- Check in check out system with teacher mentor
- Rewards chart and/or use of school based merit system
- Referral to school counsellor
- Peer mentor or buddy system
- Communicate with parent any academic or wellbeing concerns as soon as possible
- Follow up on any unexplained absences
- Build student-teacher relationship

Family based

- Promote benefits of attendance at home.
- Ensure child arrives on time and is ready to participate.
- Set routine. Bed and wake up time consistent each day. Pack school bag and prepare for school the previous night.
- Turn off electronic devices an hour before bed
- Rewards. Short term and long term
- Follow up with GP or other medical professional
- Plan any necessary appointments outside of school hours where possible
- Communicate any absences to the school (within 7 days of the first day of absence). This may include providing a note from GP where appropriate

Student based

- Follow routine. Bed and wake up time consistent each day. Pack school bag and prepare for school the previous night.
- Discuss with teacher/ school any issues that may arise regarding school. Ask for help.
- Eat breakfast
- Attempt to take part in classroom activities
- Join extracurricular activities. Join a school group or team.
- Tell parent 3 good things that occurred at school each day.

For further attendance strategies and resources schools are encouraged to visit the Departments [Attendance Matters – Resource for Schools](#) page.

These strategies are general suggestions. Strategies put in place should be specific to the individual child and address the identified barriers to attendance.