

## 2025 Attendance Operational Plan

### At RDHS, effective teachers believe that our students learn best when:

High expectation relationships lead to the ways we teach and learn.	Every student is supported on their individual pathway to a successful future.	Aboriginal advisors guide us to work and learn in culturally safe ways.	Everyone has the right to be safe, strong, and healthy.	Families & communities are our partners for learning.	We work together as a community to design and shape how learning should happen, now & in the future.
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### At RDHS, effective staff...

Promote		Strategies that focus on building student, family, school and community resilience and awareness of protective factors	Resourcing
T1	<b>Student Services Team</b>	The Student Services team leads the school's targeted response to low attendance by monitoring patterns, identifying concerns early and coordinating consistent follow-up. They work directly with students and families to understand barriers, provide tailored support and link in external services when required.	<b>Student Centered Funding Model</b> 1.0 FTE Student Services Coord 1.0 FTE Attendance Officer 0.3 FTE Student Support Officer 0.5 FTE Boys Engagement Advisory \$31000 Chaplain program
T1	<b>Positive attendance Culture</b>	Positive attendance recognised at assemblies with 100% certificates and recognition prize. Classroom attendance monitoring and recognition <i>Awesome Attender</i> school shirts as reward prizes for regular/improved attendance	D2628 \$4000
T1	<b>Awareness Campaigns &amp; Community Engagement</b>	Achievement and Attendance Family events each term (4 events) aligned with learning journey day. Student Exhibition morning teas (each advisory uses class budgets for exhibition engagement). Family recognition at Assemblies with morning tea (2 per term). Back to School community event each term. Term 1 & 4 - <i>Back to School at the Pool</i> . Term 2 & 3 - <i>Back to School Breakfast</i> Facebook promotions	D2624 \$2000 D2627 \$3000 \$1600 Assembly family morning teas.
T1	<b>Whole-school initiatives</b>	Daily Pool Bands Strategy: Students over the age of 10 are funded for a pool entry after school for each day they attend in Terms 1 & 4. Weekly - Students are provided a "family pool pass" each Friday where they have had 100% attendance for that week. Students are rewarded with an icy pole at the end of each school week for 100% attendance.	D6226 \$3000 D2623 \$2000
Prevent		Strategies for preventing poor attendance for students at risk (majority of students at RDHS)	Resourcing
T1	<b>Meeting student needs</b>	School Breakfast Club facilitated by Student Support Officer, AIEO and Chaplain, available to all students and families. Food provided by Foodbank & Ieramugadu Store. Centrepay canteen account option for families to make direct payments for lunches. 'Emergency' lunch program available for students who do not have money on their accounts School provided fruit program for crunch and sip. School shirt provided free of charge on enrolment for each student Shower facilities and hygiene products (head lice, hair care, period products etc) In class tooth-brushing program (primary)	D2608 \$2000
T1	<b>Child safe environment</b>	Deputy Principals establish and implement anti-bullying policy and procedure. Trauma-informed Behaviour Management Processes in place (see <b>Behaviour Support Handbook</b> )	
T1	<b>Teaching for Impact</b>	See curriculum delivery operational plans ( <b>English, Maths, Connected Learning, Big Picture Learning</b> )	
T1	<b>Family communication</b>	Visual representations of attendance on home visits – snips of Compass attendance – "more green, less red"	
T2	<b>Early Years Trajectories</b>	Refer to <b>Early Years Operational Plan</b> and <b>Early Years Learning Community Agreement</b> . Kindergarten Transition Program K/PP bus services facilitated by the school for pick-up/drop-off of youngest students. KindiLink Program	Additional Bus Duty Application D6239 \$1500 D6005 \$2000
T2	<b>Girls Engagement Program</b> <i>Stars Foundation</i>	Stars Foundation Year 4 – Year 12 Girls Pick-up/Drop-off. Stars Attendance monitoring and rewards	D6233 \$109794.55
T2	<b>Boys Engagement Program</b> <i>School-based program</i>	Targeted students picked up daily Wellbeing lessons and high engagement programs for contact time – e.g. music making with professionals Room as 'safe space' for boys only, resourced with personal items, snacks and comfortable furniture	Salaries \$71024 D6235 \$8000.00



		workshop resources, pastoral care items, award/rewards/recognition	
T2	<b>External provider Programs</b> <i>Swans</i>	Before School Sports program (picks ups, organised sports and transition to school day). Once a week for Terms 3 & 4	D6237 \$4000
<b>Record &amp; Monitoring</b>		<b>Strategies that ensure accurate student attendance &amp; communication records that enables data analysis to inform planning</b>	<b>Resourcing</b>
T1	<b>Accurate data entry</b>	<ul style="list-style-type: none"> <li>Teachers record attendance per period and maintain accurate records in Compass</li> <li>School Officers ensure prompt processing of student transfers</li> </ul>	
T1	<b>Staff training</b>	One, whole-school, staff meeting a term designated to attendance data review, analysis and planning, led by the student services team.	
T1	<b>Data monitoring</b>	<ul style="list-style-type: none"> <li>Whole school attendance data and analysis notes shared weekly by Student Services Coordinator in the weekly communications (Monday Sway).</li> <li>Fortnight SAER meetings, including case-manager assignment.</li> </ul> <p>Individual and class attendance data monitored using Compass <i>Pulse</i> module. Regular attenders from previous Term rewarded with 'Awesome Attender' shirt at one of following term's assembly.</p>	
<b>Respond</b>		<b>Strategies that provide support and interventions for students at educational risk due to attendance.</b>	<b>Resourcing</b>
T1	<b>Family Communication</b>	<p>Daily attendance SMS sent from Compass for absent students Attendance 'follow-up' letters printed weekly by school officers. Classroom teachers make weekly contacts to follow up on reasons for absences. Teachers record communications and reasons in Compass. Letters of concern to families Daily School Attendance Officer home visits and calls</p>	
T3	<b>Family Attendance Planning</b>	<p>Series of Attendance meetings based on building relationships and collaborative problem solving attendance issues. Responsive to family and student needs Transitional attendance into full time if required</p>	
T3	<b>Transport</b>	<p>Attendance Officer pickups in School car two hours every morning Boys Academy teacher pickups every morning in School car Stars targeted pickups in Stars Bus every morning.</p>	School vehicles
T3	<b>Case- Management</b>	Attendance targets identified at fortnightly SAER/ Attendance Meetings. Case Manager assigned, data collated, analysed, next steps decided - meetings, home visits, calls, PERO involvement, letters	
T3	<b>Escalation Protocols</b>	<p>Severe non-attenders for whom are in town and capable of coming to school escalate to severe non-attendance letter, then formal attendance meeting and signed attendance plan Severe non-attendance, no sighting or knowledge of whereabouts by community, letters &amp; phone calls unanswered, escalate to SWU</p>	
T3	<b>Individual Attendance Planning</b>	<p>Sem 1 &amp; Sem 1 Secondary Boys <i>Mentoring and Leadership</i> Overnight Camp. Students complete personalized goal setting and attendance plan as an outcome of the camp. Individual Attendance Plans for target students Stars, Boys Engagement Program, EEAP, Attendance Officer collaboratively support students with Attendance Plans</p>	KREI Well-being \$5000
T3	<b>Intervention Programs</b> <i>NBAC</i>	NBAC training and employment pathway program - school works closely with the regional participation team to refer and support disengaged senior students to the program	
T3	<b>Intervention Programs</b> <i>Exploring Together</i>	<p>'Exploring Together' Program targeted for most at-risk students (K-Yr3) and families Program is collaborative between school staff, family, student and community to address communication and behaviour to improve engagement at school.</p>	KREI Well-being \$14000 training costs \$5000 resources and program consumables
T3	<b>Intervention Programs</b> <i>NYFL - EEA</i>	Collaborative Attendance Meetings with NYFL program coordinator, NYFL Family/ student Mentor and school staff. Wraparound support that assists students and families to address needs outside and inside school with goal of improved attendance and engagement. Plans regularly reviewed in Case Conferences	