Every day counts
Step 4: Monitor student non-attendance

The information below expands on advice to improve student attendance provided in [A model for making every day count](#).

Understanding a school's attendance patterns and trends, enables staff to focus their attention on the times, days, individuals and groups of students for which non-attendance is an issue.

The School Online Reporting Dashboard ([SORD](#) – for departmental employees only) provides schools with access to comprehensive data on every student's attendance. Early identification and addressing minor attendance issues can prevent future major attendance issues.

Individual student attendance patterns are generally consistent from one year to the next, beginning from the Prep year. Through identifying students at risk of poor attendance early on, you can make a difference in improving long-term attendance patterns.

Ideas[1]

- Use [SORD](#) to analyse absence and attendance information by student group, year level, and time period (term, semester and year to date).

- Investigate whole school attendance data to determine trends such as:

  o days of the week with the highest levels of absenteeism (usually Mondays and Fridays)

  o times of the year in which attendance is lowest (e.g. end of term, around public holidays)

  o year levels, gender and cultural groups with the lowest attendance.

- Use [OneSchool reports](#) to analyse chronic absenteeism.

  o The *Students with chronic absenteeism (schools)* report identifies students with or at risk of severe chronic absenteeism, as well as those with a pattern or trend of absences e.g. more than 3 consecutive days of unexplained/unauthorised absences, or with more than 40% of school days with late arrival or early departure.

  o The *Chronic Absenteeism – School Level* report identifies students with 20% or higher penalty absenteeism for the current year to date.

- Investigate trends in class [student attendance rate data](#) (for departmental employees only) and [absence data](#) (for departmental employees only), and then [attendance and absence data for individual students](#) (for departmental employees only).

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[1] These ideas have been collected from Queensland schools, as well as other national and international schools. Schools will need to consider local circumstances, priorities, age of students etc in determining which (if any) of these ideas might be useful in the local context.

Ideas (continued)

- Discuss attendance data with staff so that trends and at-risk students can be identified.

- Consider the reasons for attendance patterns.

- Ask key community members if there are wider community issues occurring which may be impacting on student non-attendance e.g. funerals, neighbourhood disputes.

- Focus on improving attendance during the last week of term, when there is often a significant increase in absences. Ensure that learning continues up to and including the last day of school.

- Discourage families from taking holidays during school terms.

- If there are days that have traditionally poor attendance, schedule fun educational events and activities at these times.