[insert school name]

School attendance team

[Sample template for school use]

# Synopsis

This document outlines the key purpose, structure and function of a school team supporting student attendance.

 **Document History**

|  |  |  |
| --- | --- | --- |
| Version | Author | Date |
|  |  |  |
|  |  |  |

**Consultation**

The following stakeholders contributed to the development of this document:

|  |  |  |
| --- | --- | --- |
| Contact name | Position | Date |
|  |  |  |
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|  |  |  |

**Audience**

* Students
* Staff
* Parents and carers
* School community

**Links**

* XXXX
* XXXX

**Review date**

To ensure currency of information and continuous improvement of school practice, this document is due for review on or before [insert date].

**Endorsement**

This document supersedes any previous documents and is effective from [insert date].

Endorsed by: [insert principal name]

Principal, [insert school name]

## Purpose

The school attendance team shares responsibility for attendance through the involvement of key stakeholders in developing a whole school approach to improving attendance.

[Schools may choose to tailor this statement].

## Who

[School to insert details of:

* team composition, referencing specific roles
* who the team reports to within the school

## What

[School to insert details of:

* attendance improvement measures
* key responsibilities managed by the team

## How and when

[School to insert details of:

* meeting frequency
* standing agenda items
* record keeping procedures for meeting notes/minutes

## Resources

[School to insert details of key resources such as:

* school attendance procedures
* [School Attendance Policy](https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy/Student-Attendance-in-Government-Schools-Procedures-2015-word-version.docx.docx)
* [School Attendance in Government Schools Procedures 2015](https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy/Student-Attendance-in-Government-Schools-Procedures-2015-word-version.docx.docx)
* [Attendance Matters – resources for schools](https://education.nsw.gov.au/student-wellbeing/attendance-matters-resources-for-schools/attendance-support-program)