



ADDRESSING ATTENDANCE IN SCHOOLS STRATEGY

OCTOBER 2014



MINISTRY FOR EDUCATION AND EMPLOYMENT

**ADDRESSING
ATTENDANCE IN SCHOOLS
STRATEGY**





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01



WHOLE SCHOOL APPROACH

Measure	Owner	Stakeholder	Outcome	Timeline
1.1 Creating a positive classroom environment	Director General, Directorate for Quality and Standards in Education College Principal Head of School	Director Curriculum Management Director E-Learning Head of School Assistant Head/s Heads of Department Education Officers Teachers LSAs	1.1.1 An environment that respects and understands the diverse cultures of students and their families leading to better learning.	Scholastic year 2014-2015
			1.1.2 Safe and motivating learning environments.	Scholastic year 2014-2015
			1.1.3 Engaged students in active learning using, as much as possible, the latest technology.	Scholastic year 2014-2015
			1.1.4 Improved achievement by students.	Scholastic year 2014-2015
			1.1.5 A better managed class.	Scholastic year 2014-2015
			1.1.6 More motivated educators.	Scholastic year 2014-2015

Measure	Owner	Stakeholder	Outcome	Timeline
1.2 Creating a partnership with parents of students in Primary, Middle and Secondary Schools	Director Student Services College Principal Head of School	Service Manager Education Psycho-Social Services Head of School Assistant Head/s Heads of Department Teachers LSAs Parents	1.2.1 Participative, motivated, engaged parents and students.	Scholastic year 2014-2015
			1.2.2 Better informed Parents.	September/October 2014
			1.2.3 Improved attendance.	Scholastic year 2014-2015
			1.2.4 Improved students' attitudes.	Scholastic year 2014-2015
			1.2.5 Improved student achievement.	Scholastic year 2014-2015

Measure	Owner	Stakeholder	Outcome	Timeline
1.3 Regular monitoring of school attendance	Director Student Services College Principal Heads of School	Service Manager Education Psycho-Social Services Principal Social Worker Heads of schools Form teachers Class teachers Social workers	1.3.1 Improved action planning using the monitoring data.	Scholastic year 2014-2015
			1.3.2 Early identification of non-attendance.	
			1.3.3 Early intervention in instances of unjustified absence.	Scholastic year 2014-2015
			1.3.4 At risk students reduce their non-attendance.	Scholastic year 2014-2015
			1.3.5 Improved achievement.	Scholastic year 2014-2015
			1.3.6 Students at Kindergarten learn the importance of regular school attendance.	Scholastic year 2014-2015
			1.3.7 Parents of students in Kindergarten are educated on the importance of school attendance and impact on future achievement.	Scholastic year 2014-2015

Measure	Owner	Stakeholder	Outcome	Timeline
1.4 Non-attendance covered by medical certificate	Director Student Services Service Manager Education Psycho-Social Services College Principal Head of School	Head of School Principal Social Worker Social workers Permanent Secretary (MEH-Health) Chief Medical Officer Malta College of Family Doctors	1.4.1 Introduction of the Medical Certificate Record Card for each student.	First week of scholastic year 2014-15
			1.4.2 General Practitioners informed of criteria for issuance of medical certificates.	First week of scholastic year 2014-15
			1.4.3 Close monitoring of sickness absence of each student.	Scholastic year 2014-2015
			1.4.4 Early identification of abuse of sickness absence.	Scholastic year 2014-2015
			1.4.5 Early intervention in instances of abuse.	Scholastic year 2014-2015
			1.4.6 Reduction in school non- attendance covered by sickness certificates.	Scholastic year 2014-2015
			1.4.7 Improved collaboration with General Practitioners.	Scholastic year 2014-2015

Measure	Owner	Stakeholder	Outcome	Timeline
1.5 Engaging and Motivating Students through Career Guidance	Director Early School Leavers	College Career Advisors	1.5.1 Students are motivated and engaged during lessons.	Scholastic year 2014-2015
	Director Student Services	Career Guidance Teachers		
	Service Manager Education	PSCD teachers	1.5.2 Students understand better the link between school and employment	Scholastic year 2014-2015
	Psycho-Social Services		1.5.3 Students are better skilled and able to make an informed decision about their future.	Scholastic year 2014-2015
	Head of School		1.5.4 Students are better prepared to meet the labour market needs.	Scholastic year 2014-2015

02



INTERVENTION

Measure	Owner	Stakeholder	Outcome	Timeline
2.1 Psycho-Social Services Provision	Director General Directorate for Educational Services Director Student Services Service Manager Education Psycho-Social Services	Families Students School Community Education Social Workers Anti-Substance Abuse Guidance Teachers Anti-Bullying Guidance Teachers Educational Psychologists Child Safety Guidance Teachers General Practitioners Counsellors Personal Social Career Development Teachers	2.1.1 Reduction in the number of students not attending school.	Scholastic year 2014-2015
			2.1.2 Social work interventions will be preventative and look at the student holistically.	Scholastic year 2014-2015
			2.1.3 Better supported parents.	Scholastic year 2014-2015
			2.1.4 More empowered and skilled parents.	Scholastic year 2014-2015
			2.1.5 Better inter-intra-agency work.	Scholastic year 2014-2015
			2.1.6 Improved students achievement.	Scholastic year 2014-2015

Measure	Owner	Stakeholder	Outcome	Timeline
2.2 Provision of Education Social Work	Service Manager Education Psycho-Social Services Principal Social Worker	Education Social Workers	2.2.1 Students integrate into school.	Scholastic year 2014-2015
2.3 Provision of Anti-Substance Abuse Service	Service Manager Education Psycho-Social Services	Anti-Substance Abuse Guidance Teachers	2.3.1 Students live a substance-free life.	Scholastic year 2014-2015
2.4 Provision of Child Safety Services	Service Manager Education Psycho-Social Services	Child Safety Guidance Teachers	2.4.1 Students address their abuse issues.	Scholastic year 2014-2015
2.5 Provision of Anti-Bullying Services	Service Manager Education Psycho-Social Services	Anti-Bullying Guidance Teachers	2.5.1 Empowered students who have more life skills and who are more assertive are more able to stand up for themselves.	Scholastic year 2014-2015
2.6 Provision of Psychological Services	Service Manager Education Psycho-Social Services	Educational Psychologists	2.6.1 Students' psychological, emotional and intellectual needs are identified and addressed, leading to their becoming more engaged in school.	Scholastic year 2014-2015

03



COLLABORATION TO PROVIDE A SEAMLESS
APPROACH TO NON-ATTENDANCE

Measure	Owner	Stakeholder	Outcome	Timeline
3.1 Collaboration with the Department for Social Security regarding receipt of Child Supplement linked to school attendance	Director General, Directorate for Educational Services Director General, Department of Social Security Director Student Services	Service Manager Education Psycho-Social Services Principal Social Worker	3.1.1 Parents motivated to send children to school.	Scholastic year 2014-2015
			3.1.2 Students attend school regularly.	Scholastic year 2014-2015
			3.1.3 Students' achievement increases.	Scholastic year 2014-2015
			3.1.4 Parents are informed about the procedure for the receipt of the Benefit.	Scholastic year 2014-2015

Measure	Owner	Stakeholder	Outcome	Timeline
3.2 Collaboration between the Directorate for Educational Services and the Directorate for Quality and Standards in Education Support Services within Colleges	Director General, Directorate for Educational Services	Service Managers (Student Services Department)	3.2.1 Students benefit from interdisciplinary educational plan.	Scholastic year 2014-2015
	Director General, Directorate for Quality and Standards in Education	Assistant Directors (Curriculum) Principal Social Worker	3.2.2 Students are more engaged in learning.	Scholastic year 2014-2015
	Director Student Services	Social workers Senior Management Team School Support Staff	3.2.3 Students attend school regularly.	Scholastic year 2014-2015
	Director Curriculum Management	Counsellors	3.2.4 Students' achievement increases.	Scholastic year 2014-2015

Measure	Owner	Stakeholder	Outcome	Timeline
3.3 Collaboration with services/ agencies outside Directorate for Educational Services and Directorate for Quality and Standards in Education including community services	Director Student Services Service Manager Education Psycho-Social Services Principal Social Worker	Social workers Youth Workers Other Agencies	3.3.1 Engaged families.	Scholastic year 2014-2015
			3.3.2 Provision of integrated services.	Scholastic year 2014-2015
			3.3.3 Reduction of duplication of services.	Scholastic year 2014-2015
			3.3.4 Engaged and motivated students.	Scholastic year 2014-2015
			3.3.5 Students attend school regularly.	Scholastic year 2014-2015
			3.3.6 Students' achievement increases.	Scholastic year 2014-2015

Measure	Owner	Stakeholder	Outcome	Timeline
3.4 Collaboration between Directorate for Educational Services, Medical Council and Association of Family Doctors in instances where medical certificates continued to be issued after interventions by Student Services Department	Director General, Directorate for Educational Services Director Student Services	Service Manager Education Psycho-Social Services Principal Social Worker Social Worker President, Medical Council President, Association of Family Doctors General Practitioners	3.4.1 Issuance of appropriate medical certificates (Appendix 1).	Scholastic year 2014-2015
			3.4.2 Number of non attendance covered by medical certificates decrease.	Scholastic year 2014-2015
			3.4.3 Number of students missing school decreases.	Scholastic year 2014-2015
			3.4.4 Students' achievement increases.	Scholastic year 2014-2015

04



LEGAL MEASURES

Measure	Owner	Stakeholder	Outcome	Timeline
4.1 Utilisation of judicial and legal institutions and Instruments to address unauthorised non attendance in school	Director Student Services Service Manager Education Psycho-Social Services Principal Social Worker College Principal	Director General Justice Heads of School Tribunals of the Ministry of Justice Social Workers School clerical staff School Information Systems personnel	4.1.1 Responsibilised and accountable parents.	Scholastic year 2014-2015
			4.1.2 Timely interventions by Tribunals.	Scholastic year 2014-2015
			4.1.3 Students attend school regularly.	Scholastic year 2014-2015
			4.1.4 Students' achievement increases.	Scholastic year 2014-2015

05



QUALITY ASSURANCE

Measure	Owner	Stakeholder	Outcome	Timeline
5.1 Regular Evaluation of interventions linked to attendance	Director Student Services Director Quality Assurance	School Management Team Teachers Psycho-Social Services Personnel	5.1.1 Provision of efficient and effective interventions.	Scholastic year 2014-2015
			5.1.2 Engaged students.	Scholastic year 2014-2015
			5.1.3 Engaged parents.	Scholastic year 2014-2015
			5.1.4 Increased attendance.	Scholastic year 2014-2015
			5.1.5 Increased students' achievement.	Scholastic year 2014-2015
			5.1.6 Motivated school and support staff.	Scholastic year 2014-2015

06



INFORMATION TO THE PUBLIC

Measure	Owner	Stakeholder	Outcome	Timeline
6.1 National Campaign about the importance of schooling and regular attendance	Director General, Directorate for Educational Services Director Student Services	College Principal	6.1.1 Informed public.	Scholastic year 2014-2015
		Service Manager Education Psycho-Social Services	6.1.2 Informed parents.	Scholastic year 2014-2015
		Heads of School	6.1.3 Informed students.	Scholastic year 2014-2015
		Support Staff	6.1.4 Increased attendance.	Scholastic year 2014-2015
		Parents	6.1.5 Increased students' motivation and achievement.	Scholastic year 2014-2015
		Students		
		General Public		

The Ministry for Education and Employment is addressing the problem in senior schools by offering an alternative learning programme to these students who would otherwise be absent from school. Attendance in Primary and Middle Schools is being addressed through this strategy.



