

School Attendance Improvement Plan

1. Title Page

- **School Name:** [Insert School Name]
- **Plan Title:** School Attendance Improvement Plan (SAIP)
- **Academic Year:** [Insert Year]
- **Date of Submission:** [Insert Date]
- **Prepared By:** [Names of the Team]

2. Executive Summary

- **Purpose:** To increase attendance rates and reduce absenteeism.
- **Key Objectives:** [List Objectives]
- **Summary of Key Actions and Milestones.**

3. Needs Assessment

- **Data Sources:** Review of attendance data, teacher feedback, and parent input.
- **Attendance Trends:** Analysis of past attendance data.
- **Root Causes of Absenteeism:** Causes such as health issues, transportation issues, and family crises.

4. Goals and Objectives

- **Goal 1:** Increase overall attendance rate to [Insert Percentage].
- **Goal 2:** Reduce chronic absenteeism by [Insert Percentage].

5. Strategies and Interventions

- **Incentive Programs:** Reward systems for perfect attendance.
- **Communication with Parents:** Parent-teacher communication to address absences.
- **Transportation Solutions:** Support for families with transportation challenges.
- **Health Interventions:** Health screenings and support for sick children.

6. Action Plan

Objective	Action/Strategy	Person(s) Responsible	Resources Needed	Timeline	Success Indicators
[Insert Objective]	[Insert Strategy]	[List Names]	[List Resources]	[Insert Timeframe]	[Key Indicators]

7. Budget and Resources

- **Estimated Costs:** Transportation, rewards, and health interventions.
- **Funding Sources:** School budget, government grants, and donations.