Student Attendance Procedure

Primary

1. Purpose

The purpose of this procedure is to describe Guardian Angels' approach to the consistent management of student attendance to meet legislative requirements and sector standards.

2. Responsibilities

2.1 General Requirements

Compulsory schooling

The Queensland Government states that "each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

A child should be enrolled in and attend school in the year that they turn compulsory school age (six years and six months). Each parent of a young person in the compulsory participation phase has the legal obligation to ensure that the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse."

The Compulsory Schooling Phase:
- starts the year a child turns 6 or starts Prep
- ends when the child turns 16 or finishes Year 10, whichever occurs first.

During this phase, the family or carer has a legal obligation to ensure their child attends school every day.

The Compulsory Participation Phase:
- starts the year the child stops being of compulsory school age (i.e. reaches the age of 16 or completes Year 10).
- ends when the child:
- gains a Senior Certificate, Certificate III or Certificate IV or
- has participated in eligible options for two years after the completion of the Compulsory Schooling Phase or
- turns 17 years of age.

During this phase, families and carers have a legal obligation to ensure their child meets the attendance requirements of the eligible option of their choice.

Roll-marking

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. Staff use the eMinerva system to record student attendance and absences. It is important for our school to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Our school, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school-based activity.

Student attendance level

Students, families and carers, and staff will work together to ensure all students meet the school expectation of 90% or above attendance and zero unexplained absences.

90% attendance equates to 5 days absence per term and 10 days absence per semester.

2.2 Roles and Responsibilities

Role	Responsibility
Principal	• coordinate and implement this procedure • manage student attendance in consultation with the school community • engage with families to proactively promote high levels of student attendance • monitor non-attendance and re-engage students in partnership with families and carers • ensure compliance of data entry in alignment with eMinerva requirements • ensure staff are made aware of the BCE Student Attendance policy and this procedure and ensure a copy of this procedure is provided to relief staff (i.e. published on School Portal) • record and report attendance data in annual reviews • ensure relief staff are entered into WSS timesheets in order to are able to gain access to eMinerva • ensure eMinerva training is part of the induction process for new staff and annual training for existing staff
Staff with roll-marking responsibilities	• ensure data is entered into eMinerva in an accurate and timely manner, at least twice per day • any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence • follow up on eMinerva notifications of unexplained absences • inform Principal of unexplained or 3+ days of absence

3. Procedure

Activity	School procedures
Attendance Marking	• Attendance will be marked for all students each morning and afternoon by the class teachers • The MC Receptionist will check this has been done for classes by 9.15am and 2.15pm. • A phone call will be made to the teacher if the class roll is not marked by 9.15am or 2.15pm. • If a specialist teacher has a scheduled class prior to 9am, that specialist is required to mark the class roll not the specialist roll. • If rolls are frequently not marked this information will be passed onto the School Principal. • Incorrectly marked rolls will be corrected by the teacher responsible for the class

Activity	School procedures

Present Categories in eMinerva	• Students who are:
	    ○ in class will be marked 'Present – In Class'
	    ○ in an alternate learning activity will be marked 'Present – Alternate Learning Activity'
	    ○ with Guidance Counsellors will be marked as 'Present – In-School Appointment'
	    ○ in sick bay will have their attendance category changed to 'Present – In Sick Bay' by the office personnel
	    ○ participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity
	• These attendance categories must not be changed, unless the student is present in class and then the category should be changed to 'Present – In Class'
	• Students will only be marked as 'Present – Not Required to Attend' upon instruction from the School Leadership team.

Absent Categories in eMinerva	• Students who are:
	    ○ not in class, and notification has not been received from a family or carer, will be marked 'Absent – Unexplained'
	    ○ not in class, and notification has been received from a family or carer, will be marked 'Absent – Explained'
	• When marking the roll, if teachers have received written information from the family or carer regarding a student's absence from school, the teacher will enter the details (including absence category) into a log in eMinerva
	• If the family or carer have informed the office of the absence, the MC Receptionist will enter these details into a log in eMinerva
	• Class teachers should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva
	• If a student is away for three consecutive days (or earlier if concerned) the class teacher will contact the family or carer
	• Any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence
	• If a student has been previously marked 'Present at school' but they are not in class without permission, the teacher is to ring the office and advise that the student is not present. Office personnel will then inform school leadership that the student is missing. They will then attempt to locate the student who will be dealt with according to the school's Student Behaviour Support Plan
	• Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from the school leadership team.

Unexplained Absences	• An SMS message will be sent to students' Legal Guardian/Carer (Main Contact) by 9.30am each day advising of any 'Unexplained' absences. The child's legal guardian/carer will be required to contact the school to advise the child's absence, and reason for the absence. • If contact is **not received within 30 minutes,** Office Staff will contact any further legal guardians or carers listed in eMinerva to seek confirmation of the child's absence, and the reason for this absence. • Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the class teacher receives written explanation of the absence from the student's family or carer they will update the absence category and enter details into eMinerva with the details

Activity	School procedures
Late Arrivals	• A student is considered to have arrived late any time after the 8.30 am bell • All students arriving late will be signed in at the office by a legal guardian and will be given a late slip. This slip needs to be presented to the teacher when arriving in class. If they do not have a late slip, they are to be sent to the office to sign in. • School office staff will contact the Legal Guardian of any student arriving late unaccompanied. • If class teachers observe a student has made a habit of arriving late, or is late for three consecutive days, they will contact the student's family or carer as per this procedure.
Early Departures	• A student is considered to be leaving early any time before 3.00pm. All students leaving early will provide a note or email from the family or carer to their class teacher or to the school email. • As with late arrivals all early departures must be signed out at the school office by a legal guardian.
SMS Messages	• Unexplained Absences: An SMS message will be sent to the student's family or carer by 9.30am each day advising of any 'Unexplained' absences • Any incorrect messages caused by incorrect roll-marking will be made known to the APA/APRE/Principal. The teacher will follow up by telephoning the student's family or carer.
Non-Marking of Electronic Roll	• If the school computer system is offline, the teacher can access the roll via their phone or a class ipad. Hard copies of all class rolls will be provided by the office if needed. Once the system is online the class teacher will mark the roll so that the records are correct. This may be done the next day if necessary. Only administrators can amend marked rolls in consultation with a member of the Leadership Team. • In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by class teachers (these are in the red folder next to each classroom door). Class teachers will advise the chief warden of any unexplained absentees • During a lockdown the roll will not be marked
Activities	• The school secretary will create an activity which will be entered into eMinerva for students attending excursions, camps and other school-based activities, where the group is not a class group. The list of names of students must be given to the secretary at least 5 days before the event. • Activities will be marked by the staff member responsible for the event, e.g. Present – sport/arts: Present – excursion. This attendance category will inherit through the rest of the students timetable for the rest of the day. • A yellow alert will appear next to the student's name on class rolls to indicate the student has a timetable clash. The activity will be marked by the staff member responsible for the event, e.g. 'Present – Work Study'; 'Present – Excursion'. This attendance category will inherit through the rest of the student's timetable for the day • These attendance categories must not be changed, unless the student is present at school and then the category should be changed to 'Present – In Class'
Relief and supervising staff	• Relief staff will have access to the school portal (provided they have signed in and been put into the system) and eMinerva using their own BCE username and password and are to mark attendance in eMinerva for each class they are supervising. • Teaching staff conducting supervision will mark attendance in eMinerva for the class they are supervising

Activity	School procedures
Part-time Students	• Part time students will sign in and out of the school office on arrival or departure as per arrangements made
Mobile Attendance Application	• Teaching staff wishing to use this application can access it by using the URL https://staffportal.bne.catholic.edu.au/mawa and entering their BCE Username and Password. The User Guide – Mobile Attendance Application should be read prior to use

4. Performance

The school will perform a high-level check of this procedure annually and a detailed review at least every two years.

5. References and Definitions

5.1 References

- Attendance – Description of Attendance Categories
- Attendance – Recording Attendance
- Attendance – How to Bulk Late Arrival or Early Departure
- Attendance – Teachers Recording Attendance
- Attendance – Accessing Another Teacher's Roll
- Attendance – How to Manage Unexplained Absences
- Security – Relief Staff
- Attendance - How to Mark Attendance (Teaching and Administration Staff)

5.2 Definition

Unexplained Absence	An unexplained absence occurs when the student is not present at school and the family or carer does not contact the school

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