



St Benedict's College

Attendance Policy and Procedures

Attendance Policy

St Benedict's College recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes.

Purpose:

The purpose of this Policy and Procedure is to document obligations and procedures that must be followed to meet those obligations.

Obligations:

St Benedict's College has a responsibility to record student attendance and respond to instances of irregular attendance. It is important for the College to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Our College, 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.

Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school.

Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. Attendance records are required as part of a school's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.

Attendance Procedures

<p>Attendance Marking</p>	<p>Attendance will be marked for all students each morning during Pastoral Care class by Pastoral Care teachers.</p> <p>The Student Services Secretary will check that Pastoral Care class rolls have been marked by 9.00am and will phone any Pastoral Care teacher who has not marked their roll.</p> <p>The Student Services Secretary will email an Attendance Report to all staff by 9.30am.</p> <p>Attendance will be marked each lesson for all subject classes throughout the duration of the school day by subject teachers.</p> <p>The Student Services Secretary will email the subject teacher where a class roll is not marked as at Period 5.</p> <p>The Student Services Secretary will email a final Attendance Report to all staff by 2.00pm.</p> <p>The Assistant Principal Administration will be advised of unmarked and incorrectly marked rolls, and these will be corrected by the teacher responsible for the class.</p>
<p>Present Categories</p>	<p>Students who are:</p> <ul style="list-style-type: none"> - in Class will be marked 'Present – In Class' - attending TAFE or work experience will be marked as 'Present – Work/Study' as documented by the Pathways Leader to the Student Services Secretary - in Learning Enhancement will be marked 'Present – Alternate Learning Activity' by the Learning Enhancement Leader/Teacher - with Counsellors will be marked as 'Present – In-School Appointment' by the Student Services Secretary - in Sick Bay have their attendance category changed to 'Present – In Sick Bay' by the Student Services Secretary - participating in activities (excursion; camps etc.) will be marked accordingly by the Student Services Secretary, as per Teacher responsible for the activity. <p>These attendance categories <u>must not</u> be changed, unless the student is present in class and then the category should be changed to 'Present – In Class'.</p> <p>Students will only be marked as 'Present – Not Required to Attend' upon instruction from College Leadership.</p>
<p>Absent Categories</p>	<p>Students who are:</p> <ul style="list-style-type: none"> - not in class, and notification has not been received from a Legal Guardian, will be marked 'Absent – Unexplained' - not in class and notification has been received from a Legal Guardian to advise the student is absent, will be marked appropriately ie 'Absent – Illness' or 'Appointment', 'Personal/Family'. <p>The teacher will enter details of the absence into eMinerva if they have received the written information from the Legal Guardian of the student.</p>

<p>Absent Categories (cont)</p>	<p>The Student Services Secretary will enter details of the absence into eMinerva if they have received the written information from the Legal Guardian of the student.</p> <p>The Student Services Secretary or Pastoral Care teacher should enter any information regarding future planned absences of students by entering a Notified Absence into eMinerva.</p> <p>The Pastoral Care teacher will contact the Legal Guardian of a student who is away on three consecutive days (or earlier if concerned). The Pastoral Care teacher will inform the Pastoral Leader of the outcome of that contact.</p> <p>The subject teacher will ring the Student Services Secretary if a student has been previously marked Present at school but they are now not in class. The Student Services Secretary will confirm with the previous subject teacher that the student was present/marked correctly. The Student Services Secretary will inform available staff members (preferably Pastoral Leader / Assistant Principal Administration) that the student is missing. An attempt will then be made to locate the student. If the student is unable to be located, then the Legal Guardian will be contacted by the Pastoral Leader/Assistant Principal Administration to inform them.</p> <p>A student will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from College Leadership.</p>
<p>Unexplained Absences</p>	<p>An unexplained absence occurs when the student is not present and the Legal Guardian does not contact the College.</p> <p>An SMS message will be sent to Main Contacts by 9.30am each day.</p> <p>The Student Services Secretary will update the Absentees throughout the day according to parental contact and student movement before sending out the afternoon absentees report by 2.00pm. The Pastoral Care teacher will follow up any unexplained absences after 3.00pm by making contact (eDiary) with the student's Legal Guardian. The Pastoral Care teacher will then provide information to the Pastoral Leader and Student Services Secretary.</p> <p>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the Pastoral Care teacher receives written explanation of a student absence from the Legal Guardian they must provide this to Student Services, where information will be updated in the absence category and details entered into the eMinerva log.</p>
<p>Late Arrivals</p>	<p>A student is considered to have arrived late any time after the 8.40am bell.</p> <p>A student arriving late will sign in at Student Services via Alle Receipting which generates a slip for the student. This slip needs to be presented to the teacher when arriving to class. A student with no late slip should be sent to Student Services office to sign in.</p> <p>A Pastoral Care teacher who observes a student has made a habit of arriving late or is late for three consecutive days, will contact the Legal Guardian as per the policy for absentee students in this document.</p>
<p>Early Departures</p>	<p>A student is considered to be leaving early any time before the scheduled school finish time.</p> <p>A student leaving early will provide a note from a Legal Guardian to their Pastoral Care teacher. The Pastoral Care teacher will sign that they have sighted this note.</p>

	<p>Alternatively, a Legal Guardian may have had prior contact with the Pastoral Care teacher who should provide the student with a Movement Slip to take with them to Student Services. Only a student with a note/slip signed by their Pastoral Care teacher will have permission to leave the classroom to sign out via Alle Receiving at Student Services and meet their Legal Guardian.</p> <p>In the event of an emergency, a Legal Guardian can phone ahead but must then sign out the student.</p>
SMS Messages	<p>An SMS message will be sent to the Main Contacts of any student with an unexplained absence by 9.30am each day to advise of this absence.</p> <p>The Assistant Principal Administration will be advised of an incorrect SMS message sent as a result of incorrect roll-marking. The teacher responsible for the incorrect roll-marking will telephone the Parent/Legal Guardian to advise of this.</p>
Non Marking of Electronic Rolls	<p>In the event of the College computer system being offline, hard copies of all Pastoral Care rolls will be provided by the Student Services Secretary. Subject rolls will not need to be marked in this event. Once the system is back online, the Pastoral Care teacher will mark the roll in eMinerva. This may be done the next day if necessary.</p> <p>In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by Pastoral Care teachers. Pastoral Care teachers will advise the Pastoral Leader of any unexplained absentees.</p> <p>In the event of a lockdown the roll will be marked immediately, if safe to do so. Office staff will make contact with all classes to ensure all students are accounted for.</p>
Activities	<p>The Student Services Secretary will create an Activity in eMinerva for excursions, camps and other school based activities. For this to occur, the teacher in charge of the activity will provide a list of students attending as soon as approval for the activity is received.</p> <p>The teacher in charge of the activity is responsible for marking the Activity/Excursion roll, hard copy, electronically or via the Mobile Attendance Application.</p> <p>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, ie. Present – Work Study; Present - Excursion. This attendance category will inherit through the rest of the student's timetable for the day.</p> <p>These attendance categories <u>must not</u> be changed, unless the student is present at school and then the category should be changed to 'Present – In Class'.</p>
Attendance Marking Training	<p>College leadership will ensure all staff receive a written copy of the Attendance Policy and Procedures document and will review this document annually.</p> <p>College leadership will provide attendance marking training to teaching staff annually.</p>
Relief Staff	<p>A copy of the Attendance Policy and Procedures document will be included in Relief staff folders.</p>

	<p>Relief staff will have access to the school portal and eMinerva using their own BCE Username and Password and are to mark attendance in eMinerva for each class they are supervising.</p> <p>College teaching staff conducting a supervision will mark attendance in eMinerva for each class they are supervising.</p>
Part-time Students	Part time students will sign in and out of the Administration office on arrival or departure as per arrangements made.
Exam Block	<p>Students on exam block will be marked 'Present – Exam'.</p> <p>Students on exam block will sign in and out via Student Services.</p>
Mobile Attendance Application	<p>Teaching staff wishing to use this application can access it by using the URL https://staffportal.bne.catholic.edu.au/mawa and entering their own BCE Username and Password. The User Guide – Mobile Attendance Application should be read prior to use.</p>