St Benedict's College

Student Attendance Policy and Procedure

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.

1. Purpose

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

2. 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.

Parents/Legal Guardians/Carers 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 Procedure

1. Purpose

The purpose of this procedure is to describe St Benedict's College's 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 parent/legal guardian/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, parents/legal guardians/carers have a legal obligation to ensure their child meets the attendance requirements of the eligible option of their choice.

Roll-marking

Our college 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 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.

Student attendance level

Students, parents/legal guardians/carers, and staff will work together to ensure all students meet the College 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 College Community · engage with families to proactively promote high levels of student attendance · monitor non-attendance and re-engage students in partnership with parents/legal guardians/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 College Portal) · record and report attendance data in annual reviews · ensure relief staff are entered into WSS timesheets in order 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 parents/legal guardians/carers on the day of the absence · follow up on eMinerva notifications of unexplained absences · inform Principal (or delegate) of unexplained or 3+ days of absence.

3. Attendance Procedures

Attendance Marking	· Attendance will be marked for all students each morning during Pastoral Care class by Pastoral Care teachers · Attendance will be marked each lesson for all subject classes throughout the duration of the school day by subject teachers · The Student Services School Officer 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 · The Student Services School Officer will email an Attendance Report to all staff by 9.30am · Subject teachers should inform Student Services within 5 minutes of the start of class if a student was present in the previous lesson but has not come to the current lesson · The Student Services School Officer will email the subject teacher where a class roll is not marked as at 1.45pm · The Student Services School Officer will email a final Attendance Report to all staff by 2.00pm · 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.

Present Categories	· Students who are:
	  - 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/VET Leader to the Student Services School Officer
	  - In an alternate learning activity will be marked 'Present – Alternate Learning Activity' by the Learning Enhancement Leader/Teacher

	- With Guidance Counsellors will be marked as 'Present – In-School Appointment' by the Student Services School Officer
	    - In Sick Bay have their attendance category changed to 'Present – In Sick Bay' by the Student Services School Officer
	    - participating in activities (excursion; camps etc.) will be marked accordingly by the Student Services School Officer, as per teacher responsible for the activity
	
	· 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'
	· Students will only be marked as 'Present – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal/External Suspension' upon instruction from College Leadership.

Absent Categories in eMinerva	· Students who are:
	    - Not in class, and notification has not been received from a parent/legal guardian/carer, will be marked 'Absent – Unexplained"
	    - Not in class and notification has been received from a parent/legal guardian/carer to advise the student is absent, will be marked appropriately i.e. 'Absent – Explained'
	· When marking the roll, if teachers have received written information from the parents/legal guardians/carers regarding a student's absence from school, the teacher will enter the details (including absence category) into a log in eMinerva
	· If the parent/legal guardian/carer has informed the Student Services School Officer of the absence, the School Officer will enter these details into a log in eMinerva.
	· The Student Services School Officer or Pastoral Care teacher should enter any information regarding future planned absences of students by entering a Notified Absence into eMinerva
	· If a student is away for three consecutive days (or earlier if concerned) the Pastoral Care teacher will contact the parents/legal guardians/carers. The Pastoral Care teacher will inform the Pastoral Leader of the outcome of that contact
	· Any student absent from school without explanation requires same day follow up and reporting to parents/legal guardians/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 Student Services and advise that the student is not present. The Student Services School Officer will then inform available staff members (preferably Pastoral Leader/Assistant Principal Pastoral or Administration) that the student is missing. They will then attempt to locate the student who will be managed according to the College's Student Behaviour Support Plan
	· Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal/External Suspension' upon instruction from College Leadership.

Unexplained Absences	· An unexplained absence occurs when the student is not present and the parent/legal guardian/carer does not contact the College · A notification must be sent to the student's parents/legal guardians/carers on the same day once an unexplained absence has been identified via ParentSMS. The Pastoral Care teacher or delegated employee must follow up any unexplained absences by contacting the student's parent/legal guardian

	• A notification will be sent via SMS to the student's parents/legal guardians/carers by approximately 9.30am each day • If a child protection order is in place, then the Child Safety Officer must be notified as well as the legal guardian • The Student Services School Officer 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 with the student's parents/legal guardians/carers. The Pastoral Care teacher will then provide information to the Pastoral Leader and Student Services School Officer • 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 family or carer they must provide this to Student Services, where information will be updated in the absence category and details entered into the eMinerva log.
Late Arrivals	• A student is considered to have arrived late any time after the 8.40am bell. • Students 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 • 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 family or carer as per the policy for absentee students in this document.
Early Departures	• A student is considered to be leaving early any time before the scheduled school finish time • A student leaving early will provide a note from a parent/legal guardian/carer to their Pastoral Care teacher. The Pastoral Care teacher will sign that they have sighted this note. Alternatively, a parent/legal guardian/carer 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 Receipting at Student Services and meet their parents/legal guardians/carers • In the event of an emergency, a parent/legal guardian/carer can phone ahead but must then sign out the student.
SMS Messages	• An SMS message will be sent to the Main Contact of any student with an unexplained absence by 9.30am each day to advise of this absence • The Assistant Principal Pastoral 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 parents/legal guardians/carers to advise of this.
Non Marking of Electronic Rolls	• If the school computer system is offline, hard copies of all Pastoral Care rolls will be provided by the Student Services School Officer. Subject rolls will not need to be marked. Once the system is online the Pastoral Care 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 the Assistant Principal Pastoral • 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 • During an emergency lockdown the roll will not be marked.
Activities	• An activity will be entered into eMinerva for students attending 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 has been received
	· The teacher in charge of the activity is responsible for marking the Activity/Excursion roll, hard copy, electronically or via the Mobile Attendance Application
	· 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, i.e. 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'.
Attendance Marking Training	· College leadership will ensure all staff receive an electronic copy of the Attendance Policy and Procedures document and will review this document annually
	· College leadership will provide attendance marking training to teaching staff annually.
Relief and Supervising Staff	· A copy of the Attendance Policy and Procedures document will be included in Relief staff folders
	· 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, in accordance with this procedure
	· College teaching staff conducting a supervision will mark attendance in eMinerva for each class they are supervising.
Part-time Students	· Part time students will sign in and out of the Student Services office on arrival or departure as per arrangements made.
Exam Block	· Students on exam block will be marked 'Present – Exam'
	· Students on exam block will sign in and out via Student Services.
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 own BCE Username and Password. The User Guide – Mobile Attendance Application should be read prior to use.

4. Performance

The school will perform 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 – How to Bulk Late Arrival or Early Departure
- · Attendance – Accessing Another Teacher's Roll
- · Attendance – How to Manage Unexplained Absences
- · Security – Relief Staff
- · Attendance - How to Mark Attendance (Teaching and Administration Staff)
- · Student Attendance Policy

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.

https://mybcecatholicedu.sharepoint.com/sites/sp-stbenedictscollege/staff/Administration/Policies/Current SBC Policies/SBC 2019 Attendance Policy and Procedures.docx