

PROCEDURE: Student Attendance St Mary's College



1. PURPOSE

The purpose of this procedure is to describe St Mary'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 legal guardian 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, legal guardians 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. Employees must 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

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in class, on excursion or at a school-based activity.

Student attendance level

Students, parents/legal guardians, and employees 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	Responsibilities
Principal	<ul style="list-style-type: none"> • 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 parents/legal guardians • ensure compliance of data entry in alignment with eMinerva requirements • ensure employees are made aware of BCE's Student Attendance policy and this procedure • ensure a link to 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 gain access to eMinerva • ensure eMinerva training is part of the induction process for new employees and annual training for existing employees.
Employees with roll-marking responsibilities	<ul style="list-style-type: none"> • ensure data is entered into eMinerva in an accurate and timely manner, at least twice per day • for any student absent from school without explanation, report on the same day as the day of the absence to parents/legal guardians using ParentSMS • follow up on eMinerva notifications of unexplained absences • inform Principal of unexplained or 3+ days of absence with an explanation.

3. PROCEDURE

Activity	Requirement
Attendance Marking	<ul style="list-style-type: none"> • Attendance must be marked for all students each morning during Pastoral Care class by Pastoral Care teachers

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Activity	Requirement
	<ul style="list-style-type: none"> • Attendance must be marked each lesson for all subject classes throughout the duration of the school day by subject teachers • The Student Office, School Officer must check this has been done for Pastoral Care classes at 9.00am. The Student Services School Officer will check subject classes at 2.45 pm daily • A phone call must be made to the Pastoral Care teacher if the Pastoral Care roll is not marked on time • An email must be sent to the subject teacher for a subject roll not marked at the end of the school day. • The Assistant Principal – Student Wellbeing and the College Principal must be advised of unmarked and incorrectly marked rolls • Incorrectly marked rolls must be corrected by the teacher responsible for the class.
Present Categories in eMinerva	<ul style="list-style-type: none"> • Students who are: <ul style="list-style-type: none"> ○ in class must be marked 'Present – In Class' ○ attending TAFE or work experience must be marked as 'Present – Work/Study' by the VET Assistant (if she is unable to do so, the Student Office School Officer will complete this). ○ in an alternate learning activity must be marked 'Present – Alternate Learning Activity' ○ with Guidance Counsellors must be marked as 'Present – In-School Appointment' ○ in sick bay must have their attendance category changed to 'Present – In Sick Bay' by the Student Office School Officer ○ participating in activities (excursion, camps, etc.) must be marked 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 must be changed to 'Present – In Class' • Students must only be marked as 'Present – Not Required to Attend' upon instruction from College Leadership.
Absent Categories in eMinerva	<ul style="list-style-type: none"> • Students who are: <ul style="list-style-type: none"> ○ not in class, and notification has not been received from a parent/legal guardian, must be marked 'Absent'

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Activity	Requirement
	<ul style="list-style-type: none"> – Unexplained’ <ul style="list-style-type: none"> ○ not in class, and notification has been received from a parent/legal guardian, must be marked ‘Absent – Explained’ • When marking the roll, if teachers have received written information from the parent/legal guardian regarding a student’s absence from school, the teacher must enter the details (including absence category) into a log in eMinerva • If the parent/legal guardian has informed the Student Office of the absence, the school officer must enter these details into a log in eMinerva • Pastoral Care teachers must inform the Student Office of any information regarding future planned absences of students, and this will be entered a Notified Absence into e-Minerva by the Student Office School Officer. • If a student is away for three (3) consecutive days (or earlier if concerned) the Pastoral Care teacher must contact the parent/legal guardian • For any student absent from school without explanation, the school must report on the day of the absence to the parent/legal guardian via ParentSMS • If a student has been previously marked ‘Present at school’ but they are not in class without permission, the teacher must ring Student Office and advise that the student is not present. The Student Office School officer must inform available employees (preferably Pastoral Leaders) within Student Services that the student is missing. They must then attempt to locate the student who must be managed under the school’s Student Behaviour Support Plan • Students must only be marked as ‘Absent – Not Required to Attend’, ‘Absent – Truant’ or ‘Absent – Internal Suspension’ upon instruction from College Leadership.
Unexplained Absences	<ul style="list-style-type: none"> • A notification must be sent to the student’s legal guardian on the same day once an unexplained absence has been identified via ParentSMS. The Pastoral Care Leader or delegated employee must follow up any unexplained absences by contacting the student’s parent/legal guardian • If a child protection order is in place, then the Child Safety Officer must be notified as well as the legal guardian • Past unexplained absences are indicated by the red

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Activity	Requirement
	<p>Unexplained Absence Alert icon on class rolls. When the Pastoral Care teacher receives written explanation of the absence from the student's legal guardian, they must update the absence category and enter details into eMinerva.</p>
Late Arrivals	<ul style="list-style-type: none"> • A student is considered to have arrived late any time after the 8.35 am bell on a school day • All students arriving late must sign in at the Student Office and will be given a late slip. This slip must be presented to the teacher when arriving in class. If they do not have a late slip, the student must be sent to the Student Office to sign in • An SMS message must be sent to the student's parent/legal guardian advising their child has arrived late to school if they have not already contacted the College via phone, Parent Portal or written note. • If Pastoral Care teachers observe a student has made a habit of arriving late, or is late for three consecutive days, they must contact the student's parent/legal guardian as per this procedure.
Early Departures	<ul style="list-style-type: none"> • A student is considered to have departed early any time before 2.45pm on a school day. All students departing early must provide a note from their parent/legal guardian in their diary to their Pastoral Care teacher • The Pastoral Care teacher must sign that they have sighted this note. Only students who have notes signed by their Pastoral Care teacher or students whose parents have contacted the School Officer Student Office, will be given permission to sign out of the Student Office. • Students who depart the College during the school day are required to have a Parent/Caregiver collect them from Reception once they have signed out of the Student Office. Those students who drive are required to have the Parent/Caregiver email the College providing permission. The parent/caregiver informs the Student Office when their student has arrived home.
SMS Messages	<ul style="list-style-type: none"> • Unexplained Absences: An SMS message must be sent to the student's parent/legal guardian on the same day once an unexplained absence has been identified • Late Arrivals and Early Departures: An SMS message must be

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Activity	Requirement
	<p>sent to a student's parent/caregiver if the Student Office has not been advised of the student's reason for lateness through written note, Parent Portal, or phone call. There is no SMS sent for Early Departures as the parent/caregiver is required to attend to collect their child (See above in Late Arrivals and Early Departures)</p> <ul style="list-style-type: none"> Any incorrect messages caused by incorrect roll marking must be made known to the Assistant Principal – Student Wellbeing. The teacher who incorrectly marked the roll must follow up by telephoning the student's parent/caregiver.
Non-Marking of Electronic Roll	<ul style="list-style-type: none"> If the school computer system is offline, hard copies of all Pastoral Care rolls must be provided by the School Officer Student Services. Subject rolls will not need to be marked. Once the system is online the School Officer Student Office teacher must mark the roll in eMinerva so that the records are correct. This may be done the next day if necessary. Only administrators are permitted to amend marked rolls in consultation with the APA In the event of an evacuation, hard copies of rolls must be taken to the evacuation area must be marked by Pastoral Care teachers. Pastoral Care teachers must advise the Year Level Pastoral Leader of any unexplained absentees During an emergency lockdown, the roll must not be marked.
Activities	<ul style="list-style-type: none"> An activity must be entered into eMinerva for students attending excursions, camps, and other school-based activities A yellow alert must appear next to the student's name on class rolls to indicate the student has a timetable clash. The activity must be marked by the staff member responsible for the event, e.g., 'Present – Work Study'; 'Present – Excursion'. This attendance category will automatically 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 must be changed to 'Present – In Class'.
Relief and Supervising Staff	<ul style="list-style-type: none"> Relief staff must have access to the school portal and eMinerva using their own BCE username and password and must mark attendance in eMinerva for each class they are supervising, in accordance with this procedure

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Activity	Requirement
	<ul style="list-style-type: none"> Teachers conducting supervision must mark attendance in eMinerva for the class they are supervising.
Part-time Students	<ul style="list-style-type: none"> Part-time students must sign in and out of the Student Office on arrival or departure as per arrangements made.
Mobile Attendance Application	<ul style="list-style-type: none"> Teachers wishing to use this application can access it via their school portal and entering their BCE username and password. The User Guide – Mobile Attendance Application must be read prior to use.
Exam Block	<ul style="list-style-type: none"> Students on exam block must sign in and out via the Student Office.

4. PERFORMANCE

The school must perform high-level check of this procedure annually and a detailed review at least once every two (2) years.

5. REFERENCES AND DEFINITIONS

5.1 References

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

5.2 Definition

Unexplained Absence	An unexplained absence occurs when the student is not present at school and the parent/legal guardian does not contact the school.
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